EEA(EFM): guidance notes

This document provides detailed guidance on the evidence you must submit if you’re applying for a registration certificate or residence card as the extended family member of an EEA national.

Read this document carefully before you submit your application. If you do not submit sufficient evidence to show that you qualify for a registration certificate or residence card, we will refuse your application.

It’s not mandatory to use the EEA(EFM) application form but it will assist us in dealing with your application more efficiently if you do. Even if you choose not to use this form, you must pay the specified fee, submit the relevant supporting documents and (if you’re a non-EEA national) give your biometric information.

If your application contains errors or is missing information it may be rejected as invalid. Your application will not be considered and your fee will be refunded less an administration fee of £25 for each person included in the application.

Unless otherwise stated, please send original documents only. Photocopies are not acceptable. If you’re unable to send the original, please explain why. We’re unlikely to be able to approve your application without sight of the original document.

If you receive bank statements in online/electronic format only, ask your bank to stamp each page with their official stamp.

If you wish to send any documents that are not in English or Welsh, you must get the document translated by a qualified professional translator. Ask the translator or translation company to confirm in writing on the translation:

- that it’s a ‘true and accurate translation of the original document'
- the date of the translation
- the full name and contact details of the translator or a representative of the translation company.

If your circumstances are particularly complex and you feel that the application form doesn’t allow you to explain how you qualify, you may wish to include a covering letter with your application, clearly explaining your circumstances.

Send your completed application form, supporting documents, and payment of £65 to:

Home Office
EEA Applications
PO Box 590
Durham
DH 99 1AD

You can only apply by post. You cannot apply in person at our Premium Service Centres for a registration certificate or residence card as an extended family member.
We recommend that you send your documents by Royal Mail Signed For™ or Special Delivery.

We will return your documents by Royal Mail Signed For™ Second Class mail. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough and covers the cost of postage. For further information on postage options, please refer to the Royal Mail website at www.royalmail.com.

The Home Office or persons acting on behalf of the Home Office may use your or your representative’s email address to communicate with you about your application. You must check your email account at regular intervals and respond to any further information requests as soon as possible.

**Applicants who are in the UK in breach of immigration laws**

Please be aware that making this application does not automatically entitle you to remain in the UK while your application is being considered. If you are a person who requires, but no longer has, leave to enter or remain in the UK and the Home Office is satisfied you do not qualify for a residence card or any other form of leave, you may be liable to be removed. If you are detained for immigration purposes, you must immediately inform the Home Office and your detention centre that you have submitted an EEA application.

**Change of circumstances while your application is pending**

If you change personal details (for example a name change), your contact details (change of address or representative) or have a change in other circumstances (for example, your EEA national sponsor stops being a qualified person or you stop being a family member), you must inform the Home Office immediately and provide any relevant supporting documents.
Payment section

Complete this section carefully and ensure you enclose payment of £65. If you do not, your application will be invalid and returned to you without consideration.

Biometric information (for non-EEA nationals only)

Complete this section in full. You must also submit the following with your application (if relevant):

Previously issued biometric documents

- Any biometric residence permits or residence cards (biometric format) previously issued to you
- If you can’t submit the above documents, you must explain why and submit any relevant supporting evidence (e.g. police lost property report or crime reference number).

Special arrangements for medical conditions

If you have a medical or physical condition which may require special arrangements for your biometric features to be recorded:

- 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.

Sections 1-2: Applicant and sponsor details

Photographs

- Two passport-sized photographs of you with your name written on the back
- One passport-sized photograph of your sponsor (named in section 2) with their name written on the back.

All photographs must conform to the standards set out in the separate photograph guidance at: www.gov.uk/photos-for-passports.

Proof of identity and nationality

- Your valid passport, travel document or (if you’re an EEA national) national identity card
- Valid passport or national identity card for your sponsor (named in section 2).

If you’re not able to submit a valid passport, travel document or national identity card for you or your sponsor, you must explain why (see questions 1.21 and 2.14) and submit alternative evidence of your/their identity and nationality.

Please note: we can only accept alternative evidence of your identity and nationality if you’re unable to submit a valid passport, travel document or EEA national identity card due to circumstances beyond your control.

Proof of family relationship

You must show that you’re related to your sponsor as claimed. See Annex A for guidance.
Section 3: Immigration history and previous documentation

- Any previous passports, travel documents or EEA national identity cards you’ve held since you entered the UK
- Proof of your current or previous immigration status – e.g. EEA family permit, registration certificate, residence card, biometric residence permit, immigration status document, etc
- Documents or information relating to any outstanding appeals or applications you have (if applicable)
- Police lost property report or crime reference number (if any documents confirming your previous status have been lost or stolen)
- Any other relevant documents or information about your immigration status.

Section 4: About your application

Complete this section as required and provide the evidence of relationship as specified in Annex A.

Section 5: Durable relationship (unmarried or same-sex partner of the EEA national)

Proof that you’re in a durable relationship with the relevant EEA national

You should send at least 6 items of correspondence addressed to you and your partner at the same address as evidence that you have been living together for at least two years, or since you were last issued with a registration certificate or residence card in this category (if applicable).

The items of correspondence should be addressed to you jointly or in both your names. Examples of acceptable items are listed below. The documents provided must be originals. Photocopies are not acceptable.

The dates of the items of correspondence should be spread evenly over the whole 2 years. They should be from at least 3 different sources. If you do not have enough items in your joint names, you may also provide items addressed to each of you individually if they show the same address for both of you.

For example – if you have 4 items of correspondence in joint names for the same address, you would need to submit 2 items addressed to each partner at that address (8 items in total).

If you and your partner have no bills or correspondence in joint names, you will need to submit 12 items (6 each) of correspondence, showing that you live together at the same address.
If you and your partner lived with relatives or friends for some or all of the 2-year period, please provide a letter from the relative(s) and/or friend(s) confirming this.

If you did not live together for any part of the 2-year period, tell us the reasons for this and whether you stayed in contact with each other during this time, and provide any relevant supporting evidence.

Please give an explanation on a separate sheet if you cannot provide at least 6 items; if the items are not addressed to both of you; or if they do not cover the 2-year period.

Suitable evidence includes (but is not limited to):
• Letters or other documents from government departments or agencies, for example HM Revenue and Customs, Department for Work and Pensions, DVLA, TV Licensing
• Letters or other documents from your GP, a hospital or other local health service about medical treatments, appointments, home visits or other medical matters
• Bank statements/letters
• Building society savings books/letters
• Council tax bills or statements
• Electricity and/or gas bills or statements
• Water rates bills or statements
• Mortgage statements/agreement
• Tenancy agreement(s)
• Telephone bills or statements
• Photographs of you and your sponsor together – for example, on holiday or at a family celebration
• Evidence of how you have kept in contact with each other during periods in which you have not lived together – for example, letters, printouts of emails or contact via social media, mobile phone bills showing you have contacted each other, printouts of Skype (or similar) logs, etc
• Any other relevant evidence.

Children for whom you/your sponsor have parental responsibility

• Child’s birth or adoption certificate
• Parental order, child arrangements order, residence order, or contact order (if relevant)

Previous marriages or civil partnerships

• If you or your sponsor were previously married to or in a civil partnership with somebody else, and that relationship has legally ended, evidence of this – e.g. divorce certificate, final dissolution order, or overseas equivalent.

Section 6: Dependent relative or member of EEA national’s household

Evidence of financial dependency before and after coming to the UK

• Money transfer receipts from your sponsor to you
• Your bank statements showing receipt of money from your sponsor
• Sponsor’s bank statements or other evidence of their financial resources
• Proof of any outgoings, if relevant – e.g. utility bill, mobile phone bill, medical bills, etc.

Evidence of membership of EEA national’s household

• Proof that the EEA national owns/owned or rents/rented the property – e.g. mortgage agreement or tenancy agreement
• Evidence that you and the EEA national live/lived there – e.g. tenancy agreement, utility bill, or NHS registration card showing your name and address.

Evidence of any medical condition you have and the care required (if relevant)

• Letter from a registered medical practitioner confirming your condition and what care you require.
Section 7: Relative strictly requiring personal care

- A detailed medical report from a registered medical consultant giving details of your medical condition and the type of care you require
- If you also receive medical care from anyone else or another organisation, a letter from that person or organisation giving details of this.

Section 8: Sponsor has permanent residence

Subsection A: sponsor has a document certifying permanent residence

- Your sponsor’s document certifying permanent residence, or
- If the document is lost or stolen, police lost property report or document showing crime reference number.

Subsection C: sponsor does not have a document certifying permanent residence

If your sponsor does not have, or is not applying for, a document certifying permanent residence, you must show how your sponsor acquired permanent residence.

Examples of the evidence you can submit are listed below. You should also refer to the evidence listed for sections 10-15 below. The evidence must normally show that your sponsor was a qualified person, or family member of a qualified person, for 5 years, unless they acquired permanent residence sooner than that (as the family member of an EEA national who ‘ceased activity’ or died).

For further information on proving permanent residence, you may find it helpful to refer to the EEA(PR) guidance notes at: www.gov.uk/government/publications/apply-for-a-document-certifying-permanent-residence-or-permanent-residence-card-form-eea-pr.

If you find it difficult to provide evidence covering the entire 5-year period but your sponsor is still a qualified person (worker, self-employed, self-sufficient, student, jobseeker), you can provide evidence to show that they’re currently a qualified person instead (see notes for sections 10-15).

Employment

- Evidence that your sponsor has been working for 5 years, such as wage slips, employer’s letters, P60s, etc – see notes for sections 10 and 11.

Self-employment

- Evidence that your sponsor has been self-employed for 5 years, such as contracts to provide services, proof of payment of tax and national insurance as a self-employed person, P60s, registration with Companies House, bank statements, accounts, etc – see Annex B.

Sufficient financial resources (students and self-sufficient persons)

- Evidence that your sponsor has had sufficient financial resources for 5 years, such as bank statements, savings books, proof of receipt of a pension or income from rental property – see notes for sections 13 and 14.

Study

- Evidence of study, such as enrolment letters from your sponsor’s college, certificates or results transcripts for courses completed – see notes for section 14.
Comprehensive sickness insurance (students and self-sufficient persons)

- Evidence of your sponsor’s comprehensive sickness insurance for any period in which they were a student or self-sufficient person, such as their European Health Insurance Card (EHIC) (formerly form E111), S1 (formerly E106/E109/E121), S2 (formerly E112), S3, policy document from a private medical insurer – see notes for sections 13 and 14.

Looking for work

- For any period in which your sponsor was unemployed and looking for work, proof of registration with Jobcentre Plus or the equivalent office, proof of looking for work – see notes for section 15.

Temporary incapacity

- For any period in which your sponsor was temporarily unable to work or pursue self-employment due to an illness or accident, a letter from their doctor confirming the nature and duration of the incapacity, evidence of any statutory sick pay or sickness-related benefits – see notes for sections 11B and 12B.

Vocational training

- For any period in which your sponsor was unemployed and doing vocational training, a letter from the training provider confirming details of the training course. If they left their previous job voluntarily, the letter must state whether the training is related to their previous employment.

Family member of another EEA national

If your sponsor acquired permanent residence as the family member of another EEA national, you must submit:

- evidence of your sponsor’s relationship to that EEA national(such as birth, marriage or civil partnership certificate – see Annex A for further guidance), and
- that family member’s document certifying permanent residence, or proof that they were a qualified person
- if that family member ‘ceased activity’, evidence of this – e.g. proof of retirement or permanent incapacity
- if that family member died, their death certificate.

Proof of your sponsor’s residence in the UK for the required period

- Council tax bills
- Utility bills
- Water rates bills or statements
- Bank or building society statements
- Evidence of registration with a general practitioner (such as their NHS medical card).

(See notes for section 5 for further examples of documents proving residence.)

Section 9: Sponsor is a qualified person

Complete this section as required.
Sections 10-15 (qualified person categories)

You must submit evidence that your EEA national sponsor is a qualified person (or has been a qualified person if you’re applying as the family member of an EEA national with permanent residence). The evidence must cover the relevant period, depending on the circumstances described in the table below:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Period you must provide evidence for ('relevant period')</th>
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| Sponsor is currently a qualified person                                    | • at least the last 3 months before the date of your application, or  
                                                                             • the entire period if they have been a qualified person for less than 3 months. |
| Sponsor was previously working, self-employed, self-sufficient or studying but is now a jobseeker (looking for work) | • the last 3 months before they became a jobseeker, or  
                                                                             • the entire period during which they were a qualified person if this was for less than 3 months. |
| Sponsor is not currently a qualified person but has permanent residence (see Note 1 below) | • the entire qualifying period (usually 5 years). |

Note 1: in this situation, you only need to provide evidence of your sponsor’s activity if your sponsor hasn’t been issued with a document certifying permanent residence.

Section 10: Sponsor is currently working

Proof of your sponsor’s employment

• Ask your sponsor’s employer to complete the declaration in section 10B, or  
• Enclose a letter from your sponsor’s employer confirming the details in section 10A. This must be signed and dated by the employer, include the employer’s contact details, and be on the letter-headed paper of the employer.

Proof of your sponsor’s income or salary

• Wage slips covering the last 3 months or the relevant period (see above), and/or  
• Your sponsor’s bank statements showing receipt of wages for the last 3 months or relevant period.

Section 11: Sponsor was previously working (retained worker status)

Subsection A: previous employment

Proof of employment

• A letter from your sponsor’s previous employer confirming the details given in section 11A. This must be signed and dated by the employer, include the employer’s contact details, and be on the letter-headed paper of the employer. The letter must also state:  
  o the date your sponsor stopped working for them, and  
  o the reason your sponsor’s employment ended.
Proof of income or salary

- Wage slips covering the last 3 months or relevant period, and/or
- Your sponsor’s bank statements showing receipt of wages covering the last 3 months or relevant period.

Note: if you’re applying because your sponsor has permanent residence (but hasn’t been issued with a document certifying permanent residence), you may also wish to include your sponsor’s P60s for the relevant period.

Alternative evidence

If you can’t submit the documents above (for example, you’ve lost the relevant documents, the employer is no longer trading or your sponsor is unable to contact them), you should enclose a letter explaining why not and you must submit alternative evidence of your sponsor’s previous employment, such as:

- signed and dated contract of employment
- form P45
- form P60
- letter of redundancy or dismissal from the employer
- letter from the employer accepting your sponsor’s resignation
- employment tribunal judgment
- any other relevant evidence.

Subsection B: temporary incapacity

- A letter from a registered medical practitioner (general practitioner or consultant) confirming the nature of the illness or accident and how long your sponsor’s incapacity is likely to last (or did last)
- If your sponsor has been receiving any payment from the employer (including statutory sick pay) or any sickness-related benefits, evidence of this.

Subsection C: vocational training

A letter from the training provider confirming:

- the title of the training course
- how long the training is expected to last
- qualification the training leads to (if any)
- if your sponsor left their last job voluntarily, how the training is related to their previous employment
- any other relevant details.

Subsection D: involuntarily unemployed jobseeker

- Letter(s) from Jobcentre Plus (or the Jobs and Benefits Office or Social Security Office if your sponsor lives in Northern Ireland) confirming the date your sponsor registered with them
- Evidence of any job-seeking benefits your sponsor receives – see notes for section 16 below
- Evidence that your sponsor is looking for work and has a genuine chance of finding it – see notes for section 15 below.
Section 12: Sponsor is self-employed

Subsection A: proof of your sponsor’s self-employment

See Annex B for guidance.

Subsection B: temporary incapacity (if relevant)

- A letter from a registered medical practitioner (general practitioner or consultant) confirming the nature of the illness or accident and how long your sponsor’s incapacity is likely to last (or did last)
- Evidence of any sickness or disability related benefits your sponsor is receiving or has received (see also section 16 below).

Section 13: Sponsor is self-sufficient

Proof of your sponsor’s financial resources

One or more of the following:

- Itemised bank statements covering at least the last 3 months
- Building society pass book
- Evidence of receipt of a pension
- Evidence of income from rental property
- Wage slips from lawful employment
- Evidence of income from lawful self-employment
- Any other relevant evidence of the financial resources available to your sponsor.

The documents must be in your sponsor’s name, or in the name of a person who is financially supporting them. If a relative, friend or other person (including you) is financially supporting them, you must enclose a signed and dated letter from that person confirming that they are supporting your sponsor and for how long, together with evidence of their financial resources (as above).

Proof of comprehensive sickness insurance

One of the following:

- If your sponsor has private medical insurance, enclose a schedule or other document from the insurance provider outlining the level of cover – this must cover you, your sponsor (and any family members in the UK, if applicable) for the majority of risks while in the UK
- Valid European Health Insurance Card (EHIC) (formerly form E111) issued by an EEA Member State (other than the UK), together with a statement confirming that your sponsor does not intend to live permanently in the UK (the statement is not required if your sponsor already has a permanent right of residence in the UK.)
- Form S1 (formerly form E106, E109, or E121)
- Form S2 (formerly form E112)
- Form S3.

Note: the definition of comprehensive sickness insurance does not include cash-back health schemes, travel insurance policies, or access to the UK’s National Health Service (NHS).
Section 14: Sponsor is an EEA national student

Proof of enrolment on a course of study

- A letter from your sponsor’s school, college, university or other educational/training establishment confirming their enrolment on a course – the letter must be signed and dated by an official of the establishment, be on their letter-headed paper, and confirm the details of the course as stated in section 14.
- If your sponsor is doing a work placement as part of a vocational course, also include a letter from the work placement provider giving details of the placement.

Proof of your sponsor’s financial resources

One or more of the following:

- Bank statements
- Wage slips from lawful employment
- Evidence of a grant, scholarship or bursary
- Any other evidence of your sponsor’s financial resources – see notes for section 13 above on what evidence you can submit, or
- A declaration, signed and dated by your sponsor, confirming that they have sufficient financial resources to cover them, you and their/your family members living in the UK (if applicable) not to become a burden on the UK’s social assistance system during their/your period of stay in the UK as a student – this should be witnessed and counter-signed by a Commissioner for Oaths, public notary, or magistrate.

Proof of comprehensive sickness insurance

- See notes for section 13 above for guidance on the evidence you must submit.

Note: the definition of comprehensive sickness insurance does not include cash-back health schemes, travel insurance policies, or access to the UK’s National Health Service (NHS).

Section 15: Sponsor is an EEA national jobseeker (looking for work)

Proof of your sponsor’s previous status

- If your sponsor was previously working, self-employed, self-sufficient or studying, evidence of their status before they started looking for work. See the guidance for sections 11-14 above.

Evidence that your sponsor is looking for work and has a genuine chance of finding it

- Proof of registration with a recruitment agency
- Evidence of registration as a jobseeker with Jobcentre Plus, the Jobs and Benefits Office or Social Security Office (such as a letter from the relevant office and/or proof of receipt of relevant benefits)
- Copies of recent job applications
- Rejection letters from employers
- Invitations to job interviews
- Evidence of relevant professional, vocational or academic qualifications, or relevant work experience
- Evidence of any training your sponsor is doing or has done to improve their chances of finding work
Any other relevant evidence.

Section 16: Public funds / state benefits

- Your sponsor’s bank statements showing receipt of the relevant benefit(s)
- Letter(s) from Jobcentre Plus, Department for Work and Pensions, Her Majesty’s Revenue and Customs, or the local authority, confirming receipt of the relevant benefit(s).

Sections 17, 18 and 19

Complete these sections as required.

Annex A: evidence of family relationships

You must show how you’re related to your sponsor named in section 2 by providing relevant birth, adoption, marriage or civil partnership certificates. Examples are listed below.

‘Full birth certificate’ means an official birth certificate which shows the name of the child, the child’s parent(s), date of birth and place of birth.

Brother or sister of the EEA national

- Your full birth or adoption certificate
- The relevant EEA national’s (i.e. your brother/sister’s) full birth or adoption certificate

Aunt or uncle of the EEA national

- Your full birth or adoption certificate
- Full birth or adoption certificate of your brother or sister (i.e. the parent of your EEA national nephew/niece)
- The relevant EEA national’s (i.e. your nephew’s/niece’s) full birth or adoption certificate

First cousin of the EEA national

- Your full birth or adoption certificate
- Full birth or adoption certificate of your mother/father (depending on whether the relationship is through your mother or father)
- Full birth or adoption certificate of your mother’s/father’s brother or sister (i.e. the parent of the relevant EEA national)
- The relevant EEA national’s (your cousin’s) full birth or adoption certificate

Nephew or niece of the EEA national

- Your full birth or adoption certificate
- Full birth or adoption certificate of your mother/father (i.e. the brother/sister of the relevant EEA national)
- The relevant EEA national’s (your aunt’s/uncle’s) full birth or adoption certificate

Grandchild of an EEA national student

- Your full birth or adoption certificate
- Full birth or adoption certificate of your mother or father (i.e. the child of the sponsor)

Parent of an EEA national student

- Your child’s (i.e. the sponsor’s) full birth or adoption certificate
Grandparent of an EEA national student

- Full birth or adoption certificate of your child (i.e. the mother/father of the sponsor)
- Full birth or adoption certificate of the sponsor (i.e. your grandchild)

Relative of the EEA national’s spouse or civil partner

If you’re a relative of the EEA national’s spouse or civil partner, rather than of the EEA national, then you must submit the relevant combination of documents outlined above, plus:

- Marriage or civil partnership certificate of the relevant EEA national and their spouse or civil partner

Other relationships or other evidence

If you’re related to the EEA national, or to their spouse/civil partner in any other way, or you otherwise cannot submit the documents listed above, you must submit relevant evidence clearly showing the relationship.

Annex B: evidence of self-employment

This Annex provides guidance on what evidence to submit if you’re applying as the extended family member of a self-employed EEA national. If your sponsor has acquired permanent residence through self-employment, but they have not been issued with a document certifying permanent residence, the evidence you submit should cover the entire qualifying period (usually 5 years).

1. Tax and national insurance documents

You must show that your sponsor is registered with Her Majesty’s Revenue and Customs (HMRC) and paying any relevant income tax, national insurance or value-added tax (VAT) as a self-employed person.

(a) Tax documents – at least one of the following:

- copy or printout of your sponsor’s most recent self-assessment tax return (SA100) and evidence that it has been received by HMRC (e.g. written notification or printout of online confirmation)
- your sponsor’s most recent statement of account (SA300) or tax calculation (SA302) issued by HMRC
- if your sponsor is a company director, their most recent P60
- receipt or other written confirmation from HMRC of relevant taxes paid by your sponsor.

If your sponsor hasn’t been trading long enough to pay tax or to send a self-assessment tax return, you must show that they have registered as self-employed with HMRC. Please send at least one of the following:

- copy of form CWF1 or printout of their online registration as a self-employed person with HMRC
- evidence that HMRC has received their application – e.g. letter or printout of online acknowledgement
- notification from HMRC of their national insurance number and/or unique taxpayer reference number.
(b) National insurance documents – at least one of the following:
- stamped receipts showing payment of class 2 national insurance contributions (e.g. if your sponsor pays them in person at the post office or over the counter at their bank)
- evidence from your sponsor’s bank statements showing payment of class 2 national insurance contributions if they’ve paid by BACS, CHAPs, online or telephone banking or (before July 2015) direct debit (direct debits should show on their bank statement as ‘HMRC NI – DD’)
- any other written confirmation from HMRC of national insurance paid.

If your sponsor is a company director who receives wage slips:
- you can use their wage slips as evidence if these clearly show they have paid tax and national insurance contributions through the PAYE system – the wage slips should cover at least the last 3 months.

If your sponsor is a subcontractor under the Construction Industry Scheme (CIS):
- you can send their most recent CIS payment and deduction statement from their contractor showing their unique taxpayer reference (UTR) number and CIS deductions.

If your sponsor doesn’t earn enough to pay national insurance contributions:
- send your sponsor’s certificate of small earnings exception issued by HMRC, or evidence that they’ve applied for one.

(c) Proof of VAT registration (if applicable):
If your sponsor’s business’s turnover exceeds, or is expected to exceed, the VAT threshold (£81,000 for 2014/15, £82,000 for 2015/16), send their:
- certificate of VAT registration, and
- VAT return for the last full financial year (a copy or print-out) confirming the VAT registration number

2. Proof of earnings from self-employment
At least two of the following:
- copies of invoices issued by your sponsor or their business, receipts for payments, etc – if the business is a limited company, these must be on company-headed paper
- personal bank statements showing receipt of payments covering at least the last 3 months
- business bank statements covering at least the last 3 months – your sponsor must be named on the account, or otherwise provide evidence to show that they have access to the account
- if trading for more than 12 months, a copy of your sponsor’s most recent statutory accounts with a letter from their accountant confirming gross/net profit for the relevant period.

If your sponsor is a subcontractor under the Construction Industry Scheme, send their:
- CIS payment and deduction statement, and
- one of the documents listed above.

If your sponsor is a company director who receives a salary, send their:
- wage slips covering the last 3 months (or the relevant period), and
- personal bank statements showing receipt of wages.

If your sponsor is a company director who receives dividends, send their:
- dividend vouchers for dividends declared in your sponsor’s favour showing the company’s and your sponsor’s details, with their net dividend amount and tax credit, and
- personal bank statement(s) showing that those dividends were paid into your sponsor’s bank account.
3. Evidence that your sponsor’s business is actively trading

At least two of the following:

- copies of invoices for services provided
- contracts to provide services
- receipts for purchase of tools or business equipment
- testimonials or references from clients, with their contact details (note: we will verify these documents)
- examples of business advertising (such as flyers, online advertising, listing in Yellow Pages, listing in trade magazines or on trade websites)
- any other relevant evidence.

4. Additional evidence if your sponsor is a partner in a business partnership

- Proof that the partnership is registered with Companies House (certificate of incorporation – certified copy is acceptable)
- If your sponsor is the ‘nominated partner’ in the business, a copy or printout of their partnership tax return (SA800) and confirmation that it has been received by HMRC (e.g. written notification or printout of online confirmation).

5. Additional evidence if your sponsor is a partner in, or director of, a limited company

At least two of the following:

- proof that the company is registered with Companies House (e.g. certificate of incorporation – certified copy is acceptable)
- proof that the company is registered with HMRC as an employer for PAYE and national insurance purposes
- most recent company tax return (CT600) (copy or printout) and evidence of receipt by HMRC (letter or online acknowledgement)
- current appointment report from Companies House (if your sponsor is a company director)
- if the company has been trading for one year or more, a copy of the company annual return (AR01), or a printout of the return if it was sent electronically, together with proof that it has been received by Companies House (letter or printout of online acknowledgment).

6. Additional evidence if your sponsor runs a franchise

- Franchise agreement signed by both or all parties

7. Evidence of qualifications or professional registration if required for your sponsor’s trade

For some businesses, your sponsor must be qualified, licensed, or registered with a professional or statutory scheme to be trading legally. Some examples are given below – certified copies are acceptable:

- full valid driving licence if your sponsor is required to drive as part of their business
- Security Industry Authority (SIA) licence if your sponsor is a security guard or doorman ('bouncer')
- your sponsor’s Gas Safe registration card or reference number if they’re a gas fitter
• certificate issued by Environmental Health if your sponsor runs a restaurant, café, takeaway or other food or catering business
• your sponsor’s General Medical Council (GMC) reference number if they’re a doctor.

8. Other evidence

You may wish to consider submitting some of the documents below – for example, if your sponsor’s business has only recently started trading or you have difficulty submitting some of the documents listed in 1-7 above:

• articles of association (limited company only)
• deed of partnership/partnership agreement (partnership only)
• proof of ownership of business premises, or lease/contract for use of premises
• evidence of shareholding
• proof of employer’s liability insurance, indemnity insurance, or public liability insurance
• business plan (e.g. if the business is new)
• evidence of relevant professional qualifications or accreditation (other than mandatory qualifications or accreditation listed above).