

**CHAPTER 14
SECTION 1**

ANNEX E

PERSONS EXEMPT FROM CONTROL

SPECIMEN LETTERS

1. NOTIFICATION OF TOTAL EXEMPTION

Dear

Re:

The person named above is exempt from Immigration Control under Section 8(3) of the Immigration Act 1971, relating to those who are not British citizens for the period of his/her employment as-----at-----and the holder's passport (police registration certificate)* has been endorsed to this effect.

The family members are also exempt from immigration control for the duration of this employment, provided that they continue to remain dependent on, and form part of the household, of the above named.

While this employment continues short absences abroad will not alter the position, but proof of continuing employment should be carried for production to an immigration officer on return to the United Kingdom.

This Department should be advised when the employment finishes as the above named and his/her family members will cease to be exempt from immigration control. Furthermore, should the family members cease to form part of the family household they will also cease to be exempt from immigration control. On cessation of exemption they would be deemed to have been given leave to remain in the UK for a period of 90 days, without a prohibition on employment, beginning on the day on which they ceased to be exempt.

If they wish to remain in the United Kingdom beyond the 90 day period they will need to apply for leave to remain. The application must be made on an application form which can be obtained from the Application Forms Unit 0870-241-0645 or over the internet <http://www.homeoffice.gov.uk/ind/hpg.htm>. If they decide not to apply for further leave, they should ensure that they leave the United Kingdom before the expiration of the 90 days leave.

I should be grateful if you would ensure that the enclosed copy of this letter is handed to ----- in order that he/she is aware of the position under the Immigration Act 1971.

2. NOTIFICATION OF PARTIAL EXEMPTION

Dear -----,

Re: _____

The person named above is exempt from immigration control under Section 8(2) of the Immigration Act 1971 relating to those who are not British citizens (except any provision relating to deportation) for the period of his /her current employment as -----
-- at ----- and the holder's passport (and police registration certificate)* has been endorsed to this effect.

The family members are also exempt from immigration control (except any provision relating to deportation) for the duration of this employment, provided that they continue to remain dependent on, and form part of the family household, of the above named.

While this employment continues short absences abroad will not alter the position, but proof of continuing employment should be carried for production to an immigration officer on return to the United Kingdom.

This Department should be advised when the employment finishes, as the above named and his/her family members will cease to be exempt from immigration control. Furthermore, should the family members cease to form part of the family household they will also cease to be exempt from immigration control. On cessation of exemption they would be deemed to have been given leave to remain in the UK for a period of 90 days, without a prohibition on employment, beginning on the day on which they ceased to be exempt.

If they wish to remain in the United Kingdom beyond the 90 day period they will need to apply for leave to remain. The application must be made on an application form which can be obtained from the Application Forms Unit 0870-241-0645 or over the internet <http://www.homeoffice.gov.uk/ind/hpg.htm>. If they decide not to apply for further leave, they should ensure that they leave the United Kingdom before the expiration of the 90 days leave.

I should be grateful if you would ensure that the enclosed copy of this letter is handed to -
----- in order that he/she is aware of the position under the Immigration Act 1971.

* *Delete as necessary*