



OISC

Application Form

Raising Levels

This form may also be used as the application form for continued registration where an organisation wishes to increase its level of work.

Organisation details

Name of organisation:

OISC Registration number:

Is organisation (please tick)

Fee charging

Non fee charging

Main address:

Main telephone number:

Mobile number:

Email address:

Website address:

Postcode:

Main point of contact (the person who will be the contact for the application, audit and additional information and contact details)

Please print name and position in organisation:

Contact number (if different from above)

Contact address(if different from above)

Postcode:

Advisers' details

Please provide details of all persons looking to work at the higher level as well as the levels and categories they are applying for.

Please note each individual adviser must provide details as to their knowledge, competence and access to resources as required in the Competence Statement.

Adviser's full name	Date of birth	New Level and Categories
1.		
2.		
3.		
4.		
5.		
6.		

Please attach additional sheets if necessary

Adding New Applicant Advisers after the submission of your Application for Registration

The OISC will consider your application for registration on the applicant advisers included with the original documentation and upon which an applicable fee has been paid. Should you wish to add an applicant adviser not included in your original application, you may do so, but we will consider and decide the original application first. Once that decision has been made, we will consider separately, any applications from additional advisers that you wish to add to your original application.

Is my authorisation transferable to another organisation?

Your authorisation with the Commissioner is not transferable to another organisation. You can apply for authorisation with another organisation, but you must submit a new adviser application and competence statement through the new organisation and wait for the Commissioner to approve the application.

Where you were previously authorised by the Commissioner, you may still be required to take an OISC competence assessment. This will normally only be the case where you were last assessed over 2 years from the date of this new application, or where issues of concern were raised regarding your competence when previously authorised.

If you were previously authorised with the Commissioner within 6 months of the application date, the organisation do NOT need to submit a Competence Statement on your behalf, or undertake a DBS check or provide identity documents or proof of right to work. The organisation do however need to include your details as an applicant on page 4 of the Application for Registration. You will not normally be required to undertake a competence assessment unless issues of concern were raised regarding your competence when previously authorised.

Authorisation with the Commissioner is not transferable to another organisation and in all the application processes outlined above, the applicant will need to wait for the Commissioner to approve the application before they can provide immigration advice and services on behalf of the registered organisation.

Advisers' details

Please provide details of those advisers applying at the same Levels/Categories for which they are currently registered. Please ensure that those advisers have signed the declaration.

Advisers' declaration

The Primary Contact must tick the box, found below the following declarations, on behalf of all named advisers to confirm that there have been no significant changes in their respective personal or business circumstances since the completion of the previous application for continued registration. Significant changes include (but are not limited to):

- A criminal conviction, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)
- any disciplinary action or intervention by a Designated Professional Body or Designated Qualifying Regulator
- being prohibited under The Law Society's Rules (or equivalent) from being employed as a solicitor's clerk
- having been declared bankrupt
- having been disqualified or banned from being a director of a company
- having been sued by a client or made a claim on your professional indemnity insurance
- having been disqualified from acting as a charity trustee; and/or
- are subject to any restrictions on residence or permission to work in the UK

I declare that the information I have given is true and correct to the best of my knowledge and belief.

I understand that the information given in this application form may be checked against the records of other agencies, including the Police, and I consent to this.

I give permission for the OISC to have access to any information held about me by other organisations.

I undertake to notify the OISC of any material changes in the information I/we have given in this application.

I understand that any false statement or deliberate omission in the information I have given could result in this application being refused by the OISC.

I will supply the Commissioner with any additional information which is required to process my application.

Name	Level	Category	National Insurance Number

As the Primary Contact for the organisation, I declare that by ticking this box all named advisers have read, understood and are in agreement with the declarations above:

Print full name:
Date:

Those owning and/or running the organisation declaration

For the OISC's purposes a person is considered an owner of the business if they own at least 40% of the business. A person is considered to be involved in running an immigration advice organisation if they occupy one or more of these roles: (Private Firms) Self-employed sole trader; Partner; a Company Director (executive or non-executive) Company Treasurer or Secretary or (Charities) Chief Executive Officer or a Trustee.

All owners and those involved in running the organisation must complete the declaration below to confirm that there are no issues regarding their fitness which need to be considered at this time. That is they do not have any previously undeclared:

- Unspent criminal conviction in the UK or abroad
- Disciplinary proceedings which have been substantiated against them by any regulatory bodies, professional bodies or government bodies in the UK or abroad
- Bankruptcy , IVA/PVA (Individual Voluntary Arrangement/Partnership Voluntary Arrangement) or subject to a winding up order
- Disqualified or been banned from being a director of a company or acting as a Trustee
- Involved in any conduct which may call into question their honesty or integrity for the law

If any of the points above are relevant, and an owner or person involved in the running of the organisation has not yet declared them, they must do so now and provide further details along with this application.

In the case of charities the Chief Executive or Chairman is required to confirm with the organisation's trustees that none of the circumstances outlined above have occurred during the organisation's last registration period. The Chief Executive or Chairman can then sign below on behalf of all the organisation's trustees. If any of the points above are relevant and a trustee has not yet declared them, they must do so now and provide further details along with this application. The Chief Executive or Chairman should additionally include a note to the OISC should there have been any change of trustees.

I declare that the trustees of the organisation have declared to the Commissioner any relevant issues regarding their fitness as set out in this application.

By ticking this box, I agree to comply with the requirements contained within the declarations above:

Name:

Position:

Declaration

Competence

Code 5

Code 5 says when giving immigration advice or services, organisations and advisers must act competently

I have enclosed a Raising Levels Competence Statement for each adviser applying to raise their level of competence.

Supervision

Code 9

If you do not require supervisors in your organisation, please confirm in writing below

Code 9 says that an organisation is permitted to have persons operating above their authorised Level or in Categories for which they are not authorised, but within the Level and Categories granted to the organisation, if the Commissioner has given written authorisation of the organisation's supervision arrangements.

If a registered organisation wants an authorised person to provide immigration advice or services above their authorised Level or in Categories, it must;

- apply for that person to provide immigration advice or services whilst working under a supervision arrangement. Such an arrangement must, before it starts, be authorised in writing by the Commissioner.

Advisers who wish to provide immigration advice or services above their authorised Levels and Categories can only do so if a supervision arrangement has been authorised in writing by the Commissioner.

For further detailed guidance and requirements on supervision, please refer to the following –

<https://www.gov.uk/government/publications/oisc-supervision-guidance-note>

Please provide a copy of your supervisory arrangements, if applicable.

I have enclosed a copy of my supervision arrangements

I am not required to produce supervision arrangements because...

By ticking this box I declare that I have read the relevant Codes in relation to competence and supervision and can confirm that my organisation has policies in place. I understand that, failure to satisfy the Commissioner of these systems when requested or at audit could affect my continued authorisation by the OISC:

Print full name:

Date:

Declaration

Client care letter

Codes 23-26

Codes 23-26 says organisations must provide all prospective clients with a client care letter. Code 26 (a) to (j) details the information that all client care letters must contain.

I have enclosed a copy of my revised client care letter

Professional Indemnity Insurance

Code 52

- Registered organisation must have adequate professional indemnity insurance cover in respect of any civil liability incurred in relation to their work and advice services.
- You may want to increase your level of cover to reflect your organisation's increased levels

You must provide a copy of your current insurance certificate

I have enclosed a copy of my organisation's Professional Indemnity Insurance certificate and schedule with this application.

I am not raising my level of insurance cover because...

By ticking this box I declare that I have read and understood the relevant Codes in relation to client care and professional indemnity insurance and have included the required documents with this application. I understand that if I submit my application and the above information is not supplied or does not comply with the Codes, my application may be delayed and/or refused:

Print Name

Date

Declaration

Fees and accounts

Codes 58 to 69

Code 58 states organisations that are not required to pay the Commissioner an application fee must not charge clients directly or indirectly a fee for the provision of immigration advice or services.

Codes 59 to 61 state that organisations must have a written fee scale which is agreed by the Commissioner and produced to the Commissioner on request. Organisations that wish to make changes to its fee scale must await authorisation from the Commissioner before implementing any changes.

Organisations that charge for immigration advice or services must only charge a reasonable fee that directly relates to the work done. It must not charge a fee for work that is unnecessary or unauthorised by the client.

Codes 62 to 69 say organisations must manage and record all client transactions (including issuing a written invoice to clients when it requires payment) and, if they intend taking money in advance, it must be kept in a client account.

Declaration

You must provide us with a copy of your new fee scale

I have enclosed a copy of my revised fee scale with this application

We are a non fee charging organisation and do not charge fees

By ticking this box I declare that I have read and understood the relevant Codes in relation to fees and I have enclosed a copy of my fee scale . I understand that if I submit my application and the above information is not supplied or does not comply with the Codes, my application may be delayed and/or refused:

Print Name

Date

Declaration

In making this application I agree on behalf of the applying organisation:

1. I have read the Commissioner's Code of Standards and agree to abide by them.
2. The registered organisation will identify and address the continuing professional development needs of its authorised advisors so as to maintain their fitness and competence in accordance with the Commissioner's Code of Standards.
3. That the Commissioner may undertake any necessary checks to establish our fitness, competence and compliance with the Commissioner's Codes.
4. To notify the Commissioner if my membership of any recognised body detailed in this application form is suspended or ends for any reason.
5. To notify the Commissioner of any changes to the organisation immediately and where indicated in the Codes before the changes are implemented
6. I will be available to supply the Commissioner with any requested amendments or additional information for the duration of my application process, including the completion of the OISC competence Assessment.

Compliance with all the Codes will be checked when the organisation is audited, including those for which documentation has not been requested at this stage.

By ticking this box, I agree to comply with the requirements contained within the declarations above:

Print full name:

Position in organisation:

Date:

When Saving your electronic application form to your PC please do so using the 'Save as...' option to ensure it is formatted correctly. Please do not save your form using the 'Save as Other' option as this could corrupt the data within the form and invalidate your application.

Document Checklist

Declaration

The documents below must be submitted with your application. Please tick:

1. Completed application pack
2. Application fee (Fee Charging Organisations Only)
3. Competence Statement for each adviser seeking to work at the higher level
4. Declaration statement for all owners and/or those running the organisation

Supporting evidence checklist

1. Training plan for each adviser
2. Supervision arrangements for staff N/A
3. Professional indemnity Insurance
4. Fee scale N/A
5. Client care letter
6. Use of experts procedure

I have supplied all the above documents or indicated why they are not appropriate to my organisation in my application. I understand that if I submit my application the above information is not supplied or do not comply with the Codes, my application may be delayed and/or refused

By ticking this box, I agree to comply with the requirements contained within the declarations above:

Print Name

Date