



Tier 1 (Entrepreneur) of the Points Based System – Policy Guidance

This document gives the policy guidance for Entrepreneurs coming to the UK under Tier 1 (Entrepreneur) of the Points Based System, and should be read with [paragraphs 245D to 245DF of the Immigration Rules](#) on GOV.UK.

It is correct at the time of publication but may change, so you should check that you have downloaded the right version by going to our website.

For more information on how to apply, go to the [visas and immigration](#) section on GOV.UK.

This guidance is
to be used
for applications
made on or after
06 October
2021

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Introduction

The Tier 1 (Entrepreneur) category of the Points Based System is for individuals investing in the United Kingdom by setting up or taking over and being actively involved in the running of one or more businesses in the United Kingdom (UK).

This document provides guidance on Tier 1 (Entrepreneur) policy. It is subject to change and should be read together with the relevant paragraphs of the Immigration Rules.

In this document, 'we', 'us' and 'our' refer to the Home Office. 'You' and 'your' refer to the person making the application.

This route is closed to new entrants. If you already have already been granted leave in this route you can continue to apply for an extension and settlement.

To extend your stay beyond 3 years in this category, you will need to register your business, invest your funds and create the equivalent of at least 2 full time jobs for resident workers.

If you did not hold leave as a Tier 1 (Graduate Entrepreneur) before being granted as a Tier 1 (Entrepreneur)) you will only be able to apply for extensions until 6 April 2023.

If you held leave as a Tier 1 (Graduate Entrepreneur) before you switched into Tier 1 (Entrepreneur), you can submit applications to extend your stay after switching into Tier 1 (Entrepreneur) until 6 July 2025.

Applications received after the relevant date above will fall for refusal.

You can apply to settle in the UK after 5 years in this category. Accelerated settlement is available within 3 years for the most successful entrepreneurs who create 10 or more full-time jobs or a business income of £5 million or more. No previous leave in the UK in other visa categories can be used to count towards the settlement residency criteria.

If you did not hold leave as a Tier 1 (Graduate Entrepreneur) before being granted as a Tier 1 (Entrepreneur) you can only submit applications to settle until 6 April 2025.

If you held leave as a Tier 1 (Graduate Entrepreneur) before you switched into Tier 1 (Entrepreneur), you can submit applications to settle until 6 July 2027.

Applications received after the relevant date above will fall for refusal.

General information on making an application

When we refer to a grant of leave, we mean permission to stay in the UK.

- if you apply from overseas, you are applying for entry clearance.
- if you apply from within the UK, you are applying for leave to remain.

Applying for an extension from outside the UK (Entry Clearance)	Applying for an extension from inside the UK
All applicants must apply online. further details are available here: https://www.gov.uk/tier-1-entrepreneur/apply	You must apply online. The form is available here: https://www.gov.uk/government/publications/application-extend-your-stay-in-the-uk-as-a-tier-1-entrepreneur

Even if you meet all of the conditions of the Tier 1 (Entrepreneur) category, there may be other reasons why we will refuse your application under the [general grounds for refusal listed in the Immigration Rules](#). For example, this could be because of your previous immigration history. We will notify you of our decision in writing. General Grounds for Refusal applies to all types of application under this route including applications for Entry Clearance, Leave to Remain or Settlement.

When you make your application you must ensure comply with the requirement to submit overseas criminal record certificates, further information on this process can be found on page 31.

Tier 1 (Entrepreneur): overview of terms and conditions

The following section explains key features of the Tier 1 (Entrepreneur) category. Full details of the requirements are at [paragraph 245D to 245DF](#) of the Immigration Rules.

Length of leave

Extensions will be granted for a period of 2 years.

Conditions of stay

Permission to stay under this route will be subject to the following conditions:

- a. no recourse to public funds (which means you will not be able to claim most benefits paid by the state);
- b. registration with the police, if this is required by paragraph 326 of the Immigration Rules;
- c. no employment other than working for the business or businesses that you have established, joined or taken over, but working for such business(es) does not include any work you do which is effectively employment with another business (for more details– see Annex A,A41), and
- d. no employment as a professional sportsperson (including as a sports coach).
- e. study subject to the condition set out in [Appendix ATAS of the Immigration Rules](#).

Your leave may be curtailed if you are found to be in breach of one of these conditions.

Documentary evidence

You must provide all the necessary supporting documents at the time required for your application. Where the Immigration Rules specify certain types of evidence, we will only consider evidence of that type when deciding whether you meet the requirements.

If you have submitted an application in which:

- documents are missing, for example an English language certificate; or
- parts of a set of documents (for example, a set of bank statements) are missing; or
- a document or evidence has been submitted but is in the wrong format, for example, where a letter must be on letterheaded paper; or
- a document or evidence does not contain all the specified information.

We may contact you and/or your representative and/or your sponsor and request the required documents or missing information.

We will not ask for additional documents if your application will be refused for other reasons.

You must provide the requested documents within 10 working days of the date of the request. Working day means any day other than Saturday or Sunday, a bank holiday, Christmas Day or Good Friday.

Where any documents provided are not in English or Welsh, you must provide the document in the original language and a full translation that can be independently verified.

The translation must:

- confirm that it is an accurate translation of the original document; and
- be dated; and
- include the full name and signature of the translator or an authorised official of the translation company; and
- include the translator or translation company's contact details; and
- if you are applying for leave to remain or indefinite leave to remain, be fully certified and include details of the translator or translation company's credentials.

We only need evidence that is directly relevant to the application, as set out in this guidance. We will not consider irrelevant evidence when deciding whether your application meets the requirements of the Immigration Rules for the route under which you applied.

If your situation is unusual or particularly complex, you may wish to consider including a covering letter with your application to:

- give an explanation of how you are claiming points, where it is not immediately clear how you score the necessary points from the specified documents you are providing with your application, and offer clarification on any complex parts to your application (if applicable);
- and
- for extension applications, give a brief history of the business or businesses you have created or joined, the investments you have made, and the jobs you have created since your initial application was granted.

We will process your application without this letter, but it may speed up our consideration if your situation is unusual or particularly complex and you provide it. It is important to note that, in all circumstances, your application will be subject to the evidence principles set out in this guidance and in the Immigration Rules. The information you provide in your letter will in no circumstance serve as a substitute for any of the specified documents and information the Immigration Rules require you provide with your application.

Tier 1 (Entrepreneur) - points scoring

In order for you to make a successful extension application, you must score the required number of points. The awarding of points will be conditional on you providing supporting evidence where appropriate.

Under Tier 1 (Entrepreneur), you must score:

- at least 75 points for attributes (Appendix A of the Immigration Rules);
- 10 points for English language (Appendix B of the Immigration Rules); and
- 10 points for Maintenance (funds) (Appendix C of the Immigration Rules).

You will find explanations of some of the terms we use in **Annex A** to this document.

All applications: funds and business activity

This section contains information relevant to the funding and business activity for all Tier 1 (Entrepreneur) applications. You should apply the requirements of this section together with the requirements for the specific application you are making (extension or settlement).

Access to funds:

This section explains the requirements you must meet to claim points for any available funds which you have not already invested in your business.

When providing personal or business bank statements as evidence of funds:

- The bank or building society must be based in the UK and regulated by the Financial Conduct Authority (FCA) and the Prudential Regulation Authority (PRA).
- Each statement must be on the institution's official stationery showing the institution's name and logo, and confirm your name (and, where relevant, your entrepreneurial team partner's name), the account number and the date of the statement.
- Each statement must have been issued by an authorised official of that institution.
- If the statements are printouts of electronic statements, they must either be accompanied by a supporting letter from the institution, on its headed paper, confirming the authenticity of the statements, or bear the official stamp of the institution on each page of the statement.

Available money must be cash, not in Individual Savings Accounts (ISAs) or other assets such as stocks and shares.

Where multiple documents are provided, you must show the total amount required is available on the same date.

The money must either be held in a UK regulated financial institution or be transferable to the UK and convertible to Sterling.

If the money is available to your business, rather than to you as an individual, then the business must be a company or partnership. If the business is a company, you must be registered as a director of that company. If the business is a partnership, you must be a member of that partnership.

Money used in your application must remain available to you or your business until it is spent for the purposes of your business or businesses. The Secretary of State has the right to request further evidence to verify that the money will remain available. You should be aware that your application may be refused if this evidence is not provided or cannot be satisfactorily verified.

Money is considered disposable in the UK if all of the money is held in a UK based financial institution and free from sanctions, or if the money is freely transferable to the United Kingdom and convertible to sterling. Funds in a foreign currency will be converted to pounds sterling (£) using the spot exchange rate which appeared on www.oanda.com on the date of your application. (for more information on currency conversion see A3 of Annex A)

In all cases you cannot score points for funds in any of the points tables from any of the following:

- (1) Money which is also being used to score points under the requirement to demonstrate that you have sufficient funds to maintain yourself or your dependents as stipulated under Appendices C or E of the Immigration Rules.
- (2) Money that has been made available from a third party where that third party is another Tier 1 (Entrepreneur) migrant. This rule also applies to money that has come from another Tier 1 (Entrepreneur) migrants close family or from their businesses.
- (3) Money invested in your business more than 12 months (or 24 months if you were previously a Tier 1 (Graduate Entrepreneur) migrant before the date of application which led to you being granted your first grant of leave as a Tier 1 (Entrepreneur) migrant.
- (4) Investment in any residential accommodation, property development or property management meaning:
 - i) Any development of property owned by the applicant or their business to increase the value of the property with a view to earning a return either through rent or a future sale or both
 - or
 - ii) Management of property (whether or not it is owned by the applicant or their business) for the purpose of renting it out or resale.

The purpose of this rule is to ensure that the business income must be generated from the supply of goods and/or services, and not derived from the increased value of property or any income generated from property, such as rent.
- (5) Money invested in the form of a director's loan unless it is unsecured and subordinated to other creditors' loans to the business. The principal here is that the business income must be generated from the supply of goods and/or services, and not derived from the increased value of property or any income generated from property, such as rent.
- (6) Money held in financial institutions with which the Home Office is unable to make satisfactory verification checks, as required in Appendix Finance of the Immigration Rules.
- (7) Money that is made available to any individual other than you, except:
 - (i) under the terms set out in the [entrepreneurial teams](#) provision;
 - or
 - (ii) where the money is held in a joint account with your teams applicant's spouse, civil partner or partner (defined as a person who has been living together with you in a relationship akin to a marriage or civil partnership for at least 2 years prior to the date of application), and that spouse or partner is not (and is not applying to be) another Tier 1 (Entrepreneur) migrant.

Business activity

Points will only be awarded for your business if it is a UK business

A business will only be considered to be a UK business if you provide the specified evidence to show all of the following:

- a. It is trading within the UK economy
- b. It has its registered office in the UK, or, in the case of multinational companies with an overseas registered office, its Head Office in the UK, except where you are registered with HM Revenue & Customs as self-employed and do not have a business office,
- c. It has a UK Bank account
- d. It is subject to UK taxation

Points will not be awarded for being the director of a UK business or member of a UK partnership if you are on Companies House's list of disqualified directors.

Where evidence from accountants is required, the accountant must:

- i. Not be the applicant (you)
- ii. Prepare and sign off any accounts in accordance with statutory requirements
- iii. have a valid licence to practice or practising certificate
- iv. be a member of at least one of the following:
 - 1) the Institute of Chartered Accountants in England and Wales
 - 2) the Institute of Accountants in Scotland
 - 3) the Institute of Chartered Accountants in Ireland
 - 4) the Association of Chartered Certified Accountants
 - 5) the Association of Authorised Public Accountants
 - 6) The Chartered Institute of Management Accountants
 - 7) The Association of International Accountants
 - 8) The Association of Accounting Technicians
 - 9) The Institute of Financial Accountants
 - 10) The Chartered Institute of Public Finance and Accountancy

No points will be awarded for investment, job creation and business activity shared with another Tier 1 (Entrepreneur) applicant, except under the [entrepreneurial team](#) provisions detailed below.

If you are not the sole member or director in your business, you must provide confirmation of:

- (i) the names of the other members or directors,

(ii) whether any of the other members or directors are also Tier 1 (Entrepreneur) migrants, and

(iii) if so all of the following:

1. the dates they became members or directors,
2. whether they are applying for Tier 1 (Entrepreneur) leave under the rules for entrepreneurial teams as set out above,
3. if they have made (or are making at the same time) an application in which they claimed points for creating jobs, the names of the jobholders in question.

Entrepreneurial teams

Two applicants, and no more than 2 applicants, may claim points in this route for the same investments, available funds, jobs created and business activity in initial, extension and settlement applications provided that all of the following requirements are met:

1. Your team has an equal level of control over the funds and (where relevant) equal status as owners, directors and/or members of the business or businesses in question.
2. Your team are both shown by name, passport number and (where relevant) Points-Based System reference number in each other's applications and in the specified evidence required in the relevant table.
3. Neither member of your team has previously been granted leave as a Tier 1 (Entrepreneur) migrant on the basis of investment and/or business activity linked in this way with any applicant other than each other, if the same funds were relied on in a previous application.

Extension applications

To make an application to gain an extension of your leave you will need to:

- satisfy the Genuine Entrepreneur Test; and
- score 75 points from the Table A: [Extension applications](#) points table.

Genuine entrepreneur test – extension application

if you are making an extension application, you will be subject to a genuine entrepreneur test. We must be satisfied that you:

- have established, taken over or become a director of one or more genuine businesses in the UK, and have genuinely operated that business;
- have genuinely invested the money referred to in [Table A: Extension Applications](#) into one or more genuine businesses in the UK;
- intend to continue operating one or more businesses in the UK; and
- do not intend to take employment other than under the terms of paragraph 245DE of the Immigration Rules.

We will take into account the following:

- the evidence you submit;
- the viability and credibility of the source of the money referred to in [Table A: Extension Applications](#)
- the credibility of the financial accounts of the business or businesses;
- the credibility of your business activity in the UK;
- the credibility of the job creation which you are claiming points;
- if the nature of the business requires mandatory accreditation, registration and/or insurance, whether that accreditation, registration and/or insurance has been obtained; and
- any other relevant information.

We reserve the right to request additional information to support the assessment of the application, and to refuse the application if the evidence is not provided. **Any requested documents must be received by us within 28 calendar days of the date of request.**

Please Note: If we are not satisfied you have met the test in relation to a points-scoring requirement in Appendix A of the Immigration Rules, those points will not be awarded.

We may decide not to carry out the above assessment if the application falls for refusal on other grounds, but we reserve the right to carry out this assessment in any reconsideration of the decision.

We may ask you to attend an interview. We may refuse your application if you do not comply with any request we make for you to attend an interview, unless a reasonable explanation is provided as to why you cannot comply.

Table A: Extension applications points table

Row	Investment, business activity and job creation	Points
1	<p>You have invested, or have caused investment to be made by one or more third parties, at least £200,000 (or £50,000 if you were awarded points for £50,000 funding or investment in your last grant of leave) in cash directly into one or more UK businesses.</p> <p>You do not need to provide evidence of this investment if you were awarded points under this table in your last grant of entry clearance or leave to remain as a Tier 1 (Entrepreneur) migrant.</p>	20
2	<p>You have:</p> <ul style="list-style-type: none">(a) registered with HM Revenue & Customs as self-employed, or(b) registered with Companies House as a director of a UK company, or member of a UK partnership. <p>You must have registered within six months of entering the UK with this entry clearance (if you provide evidence to establish your date of entry) or, in any other case, within six months of the date your leave was granted.</p>	20
3	<p>Within the 3 months before the date of application, you have been:</p> <ul style="list-style-type: none">(a) registered with HM Revenue & Customs as self-employed, or(b) registered with Companies House as a director of a UK company or member of a UK partnership.	15
4	<p>You have:</p> <ul style="list-style-type: none">(a) established a new business or businesses that has or have created the equivalent of at least 2 new full time jobs for settled workers, or(b) joined or taken over an existing business or businesses and your services or investment have resulted in a net increase in the employment provided by the business or businesses for settled workers by creating the equivalent of at least 2 new full time jobs. <p>The jobs must have existed for at least 12 months during your most recent grant of leave or, where that leave was granted less than 12 months ago, for at least the 12 months immediately before the date of the current application.</p>	20

Investment: specified documents

You must provide your business accounts and accompanying evidence of your investment, which must meet the following requirements:

(a) If your business is a registered company which is required to produce audited accounts, the audited accounts must be provided with your application.

(b) If your business is not required to produce audited accounts, unaudited accounts and an accounts compilation report must be provided from an accountant.

(c) The audited or unaudited accounts must show the investment in money made directly in the business by one or more of the following:

(i) you, in your own name,

(ii) one or more seed funding competitions or UK or Devolved Government Departments, where that body has been authorised by the UK Government Department or Devolved Government Department for the specific purpose of establishing or expanding UK businesses. The London Co-Investment Fund and Scottish Enterprise are examples of intermediary public bodies, and the accounts must be accompanied by a letter from the source, confirming that the investment was made on your behalf, or

(iii) a third party other than those in (ii), and the accounts must either:

(1) confirm that the investment was made as a result of the applicant's activity, or

(2) be accompanied by a letter from the Department for International Trade, confirming that the investment was made as a result of the applicant's activity;"

(d) If you have made the investment in the form of a director's loan:

(i) it must be shown in the relevant set of accounts provided,

(ii) where the investment was made after 19 November 2015 and the date of application is before 19 November 2021, the investment must be shown through readily identifiable transactions in your business bank statements, which must clearly show the transfer of this money from you to your business

and

(iii) you must provide a legal agreement, between yourself (in the name that appears on your application) and the company showing:

(1) the terms of the loan,

(2) any interest that is payable,

(3) the period of the loan, and

(4) that the loan is unsecured and subordinated in favour of third-party creditors.

(e) If you have made the investment in the form of share capital, the accounts must show the

shareholders, the amount and value of the shares (on the date of purchase) in your name as it appears on your application. If the value of your share capital is not shown in the accounts, then a printout of the company's register of members from Companies House must be provided.

(f) The accounts must clearly show the name of the accountant, the date the accounts were produced, and how much you have invested in the business.

(g) If you are claiming points for investment of £50,000 from a Venture Capital firm, you must also provide a dated letter from the Venture Capital firm on its headed paper, confirming:

(i) your name,

(ii) the date(s) the money was transferred to you or invested in your business,

(iii) that the Venture Capital firm was registered with the Financial Conduct Authority on the date(s) in (ii) above, and

(iv) confirmation that the venture capital firm will verify the contents of the letter to the Home Office on request.

(h) If you are claiming points for investing £50,000 from one of the following sources, and you have not been awarded points for those funds in a previous application, you must also provide the following documents:

(i) if the source is a seed funding competition or a UK or Devolved Government Department, you must provide a letter confirming the amount of money available to you, or your entrepreneurial team or your business from the seed funding competition or a UK or Devolved Government Department. The letter must be from an authorised official or that organisation or, in the case of a UK or Devolved Government Department, a letter from an authorised official of an intermediary public body providing it confirms that it has been authorised to award funds from that Department for the specific purpose of establishing or expanding UK businesses. The letter does not need to be dated within the 3 months immediately before the date of the application;

(ii) if the source is a venture capital firm, you must provide:

(1) A letter from a director, partner or fund manager of the venture capital firm, which includes:

- confirmation of the amount of money that was made available to you, your entrepreneurial team or your business from the organisation,
- a statement providing detailed information on the strategy, structure and financial exposure of the fund,
- a statement detailing the rationale for the investment, providing specific information about the circumstances which led to the investment decision,
- a statement confirming that the business/proposed business is a genuine and credible proposition, and
- confirmation that the venture capital firm was, at the time the investment was made, registered with the Financial Conduct Authority (FCA) and its

entry in the register included a permission to arrange, deal in or manage investments, or to manage alternative investment funds.

(2) A copy of the completed term sheet for the investment, signed by all parties to the transaction, which must include details of the company valuation, company structure, founder and investor rights, the structure of funding and the type of security being taken.

(3) A breakdown of the technical, legal, commercial and financial due diligence conducted by the venture capital firm in support of the investment.

(4) A letter from an accountant, validating the financial condition of the fund.

(5) A letter from a legal representative, who is not you, which confirms that the letters and declarations in (1)-(4) contain the genuine signatures of the required signatories. The letter must clearly show the registration or authority of the legal representative to practise legally in the UK.

(i) If you have bought property as part of your business investment, the value of any residential accommodation cannot be included. You must provide an estimate of the value of the residential accommodation if it is part of the premises also used for your business. The valuation must be from a surveyor who is a member of the Royal Institution of Chartered Surveyors dated within the 3 months before the date of application.

Business activity

A business will only be considered a “new” business if you established it no earlier than 12 months (or 24 months if you were previously granted leave as a Tier 1 (Graduate Entrepreneur) migrant) before the date of the application which led to your first grant of leave as a Tier 1 (Entrepreneur) migrant.

Business activity: specified documents

You must provide the following specified documents, showing that you obtained the necessary business registration within the 6 month period referred to in the [Table A for extension applications](#) and Table C for [settlement](#) applications:

(a) If you were self-employed, evidence of your registration with HM Revenue & Customs.

(b) If you were a director of a UK company or member of a UK partnership, a printout from Companies House of the company’s filing history page of your personal appointments history, showing the date of your appointment as a director or member.

You must also provide the following specified documents to show you have established a new UK business, or joined and are engaged in business in the UK when you make your application:

(a) If you are self-employed you must provide:

(i) evidence of your registration with HM Revenue & Customs to show your business is

based in the UK, and showing you were registered within the 3 months before the date of the application,

(ii) HM Revenue & Customs evidence that you are making tax returns within the self-assessment tax system, and

(iii) a personal bank statement showing transactions for your business, or a business bank statement, or a letter from a UK-regulated financial institution, on the institution's headed paper, confirming that you have a business and act through that bank for the purposes of that business.

(b) If you are a director of a UK company or member of a UK partnership, you must provide:

(i) printouts of Companies House documents, dated no earlier than 3 months before the date of the application, showing all of the following:

(1) the address of the registered office in the UK, or head office in the UK if it has no registered office,

(2) your name, as a director or member,

(3) the date of your appointment as a director or member, and

(4) that the business is actively trading (not dormant, struck-off, dissolved or in liquidation),

(ii) HM Revenue & Customs' confirmation or equivalent evidence that the company is registered for corporation tax (if you are a director of the company), or that you are making tax returns within the self-assessment tax system (if you are a member of a partnership),

and

(iii) a business bank statement from a UK account which shows business transactions or a letter from the UK bank in question on its headed paper, confirming that the company or partnership has a bank account, that you are a signatory of that account, and that the company or partnership uses that account for the purposes of their business.

(c) Regardless of whether you are self-employed, a director or member, you must also provide:

(i) an overview of your business's activity, including an explanation of the goods or services it provides to its customers or clients; and

(ii) your job title and job description, setting out your role within the company, how you are implementing your business plan and what your main tasks and responsibilities are in running the business on a day-to-day basis.

Job creation

The Tier 1 (Entrepreneur) route is for those who will bring investment to the UK economy and create sustainable jobs, not just for themselves, but also for workers settled in the UK.

All the following rules and definitions apply to the extension and settlement job creation requirements:

- (a) A full time job is one involving at least 30 hours of paid work a week.
- (b) “The equivalent of” a full time job means 2 or more part time jobs which add up to 30 hours a week will count as one full time job, if both jobs exist for at least 12 months. However, one full time job of more than 30 hours work a week will not count as more than one full time job.
- (c) The jobs must have existed for at least 12 months during the period of the most recent grant of leave as a Tier 1 (Entrepreneur) migrant.
- (d) A single job need not consist of 12 consecutive months (for example it could exist for 6 months in one year and 6 months the following year) providing it is the same job.
- (e) The jobs need not exist on the date of application, provided they existed for at least 12 months during the period of the most recent grant of leave.
- (f) Different jobs that have existed for less than 12 months cannot be combined together to make up a 12 month period.
- (g) If jobs are being combined, with 2 part time employees being used to create the equivalent of one full time job, the employees being relied upon must be clearly identified by you in your application.
- (h) The jobs must comply with all relevant UK legislation including, but not limited to, the National Minimum Wage and the Working Time Directive.

The following table sets out how we will consider job creation for different types of application;

Table B: Job creation table

During your initial leave	You are applying for your first extension application	During your extension period of leave	You are applying for a second extension or 5 year settlement application
You need to create 2 jobs which exist for 12 months.	The Home Office will assess the employment activity from the initial period of leave.	You must: Maintain the 2 jobs created in your initial leave for a further 12 months, or Create 2 more jobs which exist for 12 months, if the 2 jobs created during your initial period of leave have ceased to exist.	The Home Office will assess the employment activity from the extension period of leave.

If you are applying for a second extension or 5 year settlement application:

- You can only score points for employment activity from your most recent extension period of leave.
- You **cannot** claim points for any employment activity from your initial period of leave (as this can only be used to score points for your first extension application).

Job creation: specified documents

If you need to score points for job creation you must provide all the following specified documents:

- (a) Printouts of Real Time-Full Payment Submissions showing you are complying with Pay As You Earn (PAYE) reporting requirements to HM Revenue & Customs, in respect of each relevant settled worker as legally required, and have done so for the full period of employment used to claim points. These must show every payment made to each settled worker as well as any deductions.
- (b) Duplicate payslips or wage slips for each settled worker used to claim points, covering the full period or periods of the employment for which points are being claimed.
- (c) Confirmation of the employment start date, job title, job description, hours paid per pay period and the hourly rate for each settled worker relied upon to claim points, including any changes in the hours worked per pay period or the hourly rate and the dates of those changes.
- (d) Copies of any of the following documents which demonstrate that each employee has settled status in the UK:
 - (i) the biometric data page of a British or EEA passport showing the photograph and personal details of the employee;
 - (ii) a birth certificate, showing the employee was born in the UK and Colonies before 1 January 1983;
 - (iii) if the employee was born in the UK on or after 1 January 1983, a birth certificate, together with documentation, such as a passport or naturalisation certificate, which confirms one of their parents had settled status in the UK when the employee was born, and additionally, if the parent is the employee's father, a marriage certificate to the mother;
 - (iv) if the employee is an EEA national, a UK registration certificate/permanent residence document;
 - (v) if the employee is the spouse of an EEA national, the biometric data page of their passport, showing their photograph and personal details, or a residence card, and any of the documents in (i) or (iv) above which relate to the EEA national, together with their marriage certificate to the EEA national; or
 - (vi) If the worker is an overseas national with settled status in the UK, the biometric data page of their passport containing their photograph and personal details, and the pages where a UK Government stamp or an endorsement appear, or a biometrics residence permit, or official documentation from the Home Office which confirms their settled status in

the UK.

(e) If you were self-employed at the time a settled worker was employed by your business, you must provide evidence of your registration with HM Revenue and Customs showing your business was based in the UK and a personal bank statement showing all the payments made to the settled worker in the full period of employment used to claim points. You should use the same documents that you had to supply to demonstrate that you established, joined or engaged in business in the UK.

(f) If you were a director of a UK company or member of a UK partnership at the time the settled worker was employed by your business, a printout from Companies House of the company's filing history page and of your personal appointments history, showing this.

(g) If you took over or joined a business, you must provide a signed and dated letter from an accountant, showing:

- (i) the name and contact details of the business,
- (ii) your status in the business,
- (iii) the number of jobs created in the business and the hours paid in each of the jobs,
- (iv) the start dates and end dates (where applicable) of the jobs you are relying on to claim points,
- (v) the registration or permission of the accountant to operate in the UK,
- (vi) the date that the accountant created the letter on your behalf,
- (vii) if the business did not employ workers before you took over or joined it, confirmation of this, and
- (viii) confirmation that the accountant will verify the contents of the letter to the Home Office on request.

This requirement applies regardless of how long the business existed before you took over or joined it.

(h) if the business in (g) employed workers before you took over or joined it, you must also provide the following documents for the year immediately before you joined the business and the years that the jobs were created, showing the net increase in employment and signed and dated by you:

- (i) duplicate Full Payment Submission sent under Real Time to HM Revenue & Customs, or
- (ii) if the business started employing settled workers before reporting under Real Time, a form P35.

If you have a Tier 1 (Entrepreneur) visa and your business has been disrupted by the Coronavirus (COVID-19) pandemic

This section describes the concessions available to you, if your business has been disrupted by the Coronavirus (COVID-19) pandemic.

If your business has been disrupted, you no longer need to employ at least 2 people for 12 consecutive months to qualify for an extension. The 12 month period you are required to employ someone can be made up of multiple jobs across different months, but when combined this must be the equivalent to 2 full time jobs. You must submit all required evidence in line with standard job creation requirements, as above, for each employee you are relying upon for meeting this requirement.

Time when your employees were furloughed will count towards the 12 month period, if they have been paid 80% of their normal salary throughout their period of furlough.

If you've not been able to employ staff for 12 months by the time your visa expires, you'll be allowed to extend your stay for a further 2 years, if you can show:

- You've created at least 2 jobs by the date you apply,
- You've been unable to employ staff for 12 months due to coronavirus

To apply for the additional leave, you should submit an extension application and all associated evidence as normal, with an exception under the job creation requirement and the understanding that this will be a limited extension of 2 years.

Where you are granted an extension on this basis you will be required to demonstrate that you have met this requirement in addition to the job creation requirement for that application.

Applications for Indefinite Leave to Remain

This section describes the current requirements for settlement (also known as Indefinite Leave to Remain). You should always check the latest guidance before you apply.

The settlement form is called 'SET (O) – Application for indefinite leave to remain in the United Kingdom in one of the categories listed in this form and a biometric immigration document'. The [SET \(O\) form](#) can be found on GOV.UK.

You will need to meet some requirements which apply to all Points Based System settlement applications and some which are specific to Tier 1 (Entrepreneur).

The Immigration Rules for Tier 1 (Entrepreneur) settlement can be found at paragraph 245EF. These are available on our website here: www.gov.uk/guidance/immigration-rules/immigration-rules-part-6a-the-points-based-system

Length of time in the United Kingdom needed to qualify – settlement

You can apply for settlement (also known as Indefinite Leave to Remain or ILR) under Tier 1 (Entrepreneur) once you have reached 5 years continuous leave in the United Kingdom under the route.

However, if you meet additional criteria (explained below), you may be eligible to apply for

accelerated ILR after a continuous period of 3 years.

You cannot combine Tier 1 (Entrepreneur) leave with leave in any other category to meet the continuous leave requirement.

Your qualifying period can include time from the date of your initial application was approved.

You can apply for settlement up to 28 days before you will reach the end of the qualifying period. If you apply earlier than that, your application may be refused. Your qualifying period will be the 3 or 5 years immediately before the date you apply for settlement or the 3 or 5 years immediately before the date your settlement application is decided, depending on which is most beneficial for you. If you have spent more than the required time in the United Kingdom, we will only consider the most recent 3 or 5 years as applicable.

Absences - settlement

You cannot have had more than 180 days' absence from the United Kingdom during any consecutive 12 months of the qualifying period.

You will need to list details of your absences from the United Kingdom, including the reasons for those absences, on the form but you will not need to provide any specified evidence to support this.

Whatever the reason for absences from the United Kingdom, they will still be counted towards the maximum 180 days (but see delayed entry to the UK below). This includes any absences for work reasons, or serious and compelling reasons. The only exception is where you have been absent from the United Kingdom assisting with a national or international humanitarian or environmental crisis overseas, such as the Ebola crisis which began in West Africa in 2014 and you can provide evidence that this was the purpose of the absence.

You can include the time between your entry clearance being granted and you entering the United Kingdom as part of your continuous period. Absences between the date entry clearance being granted you entering the United Kingdom are treated as an absence from the United Kingdom and will form part of the 180 days allowed within a continuous 12 month period.

For example, if you entered the United Kingdom 100 days after you obtained entry clearance and have a further 81 days absence during the remainder of the continuous 12 month period, you will have exceeded the number of absences permitted from the United Kingdom. You would therefore not qualify for settlement 5 years or 3 years (as appropriate) after the date you obtained entry clearance. You would need to wait until a date where none of the qualifying period included absences of more than 180 days in any consecutive 12 month period, before you could qualify.

If you have been outside of the United Kingdom for more than 180 days in any consecutive 12 month period, this will break the continuous period and you will need to start the qualifying period for settlement again. If this happens you may need to obtain a further grant of limited leave to remain to reach your continuous period in the United Kingdom.

If you have been outside of the United Kingdom for more than 180 days in a consecutive 12 month period, you will need to start the qualifying period for settlement again. If this happens, you may need to obtain a further grant of limited leave to remain to complete your continuous period in the United Kingdom.

For settlement applications made from 11 January 2018, we consider absences from the UK on a rolling basis, rather than in separate consecutive 12 month periods. If your qualifying period includes leave granted before this date any absences during that leave will be considered under the previous rules – in separate 12 month periods, ending on the same date as you make your settlement application.

For example:

You apply for settlement on 30 June 2020. Your continuous period includes the following grants of leave:

- One grant of leave from 1 July 2015 to 28 July 2018 – Any absences during this grant of leave will be considered in separate 12 month periods, ending on 30 June each year.
- One grant of leave from 29 July 2018 to 30 June 2020 – Any absences during this grant of leave will be considered on a rolling basis. We will not include any absences from the previous grant of leave when we assess this.

Scoring points for settlement

For applications for Indefinite Leave to Remain you will need to score 75 points on the table below:

Table C: settlement applications points table

Row	Investment, business activity and job creation	Points
1	<p>You have invested, or caused investment to be made by one or more third parties totalling at least £200,000 (or £50,000 if you were awarded points for £50,000 funding or investment in your last grant of leave) in cash directly into one or more UK businesses.</p> <p>You do not need to provide evidence of this investment if you were awarded points for this investment in your last successful Tier 1 (Entrepreneur) application.</p>	20
2	<p>You have been:</p> <p>(a) registered with HM Revenue & Customs as self-employed, or</p> <p>(b) registered with Companies House as a director of a UK company or member of a UK limited liability partnership.</p> <p>The requirements above must have been met:</p> <p>(i) within six months of entering the UK (if granted entry clearance and there is evidence to establish your date of entry) or, in any case within six months from the date your last leave was granted, and</p> <p>(ii) within the 3 months before the date of application</p> <p>You do not need to provide evidence of (i) if you were awarded points for this in your last successful Tier 1 (Entrepreneur) application. You must still provide evidence of (ii).</p>	20
3	<p>You have:</p> <p>(a) established a new business or businesses that has or have created the equivalent of at least 2 new full time jobs for settled workers,</p>	20

Row	Investment, business activity and job creation	Points
	<p>or</p> <p>(b) taken over or invested in an existing business or businesses and your services or investment have resulted in a net increase in the employment provided by the business or businesses for settled workers by creating the equivalent of at least 2 new full time jobs for settled workers</p> <p>The jobs must have existed for at least 12 months during your most recent grant of leave or, where that leave was granted less than 12 months ago, for at least the 12 months immediately before the date of your current application.</p> <p>If you have been granted a covid related extension of leave, you must have:</p> <ul style="list-style-type: none"> • created 2 jobs meeting the criteria in either of the points above for at least the 12-month period referred to above; and • created at least a further 2 jobs meeting the criteria that have been in existence for at least 12 months by the date of application (these jobs can be the same as the first 2 jobs providing they meet the requirement of existing for at least a further 12 months). 	
4	<p>(a) You have spent a continuous period of 5 years lawfully in the UK with leave as a Tier 1 (Entrepreneur) migrant,</p> <p>or</p> <p>(b) You have spent a continuous period of 3 years lawfully in the UK with leave as a Tier 1 (Entrepreneur) migrant, and have:</p> <p>(i) created the equivalent of at least 10 (including the 2 jobs already relied upon to score points under row 3) new full time jobs, which meet the requirements in row 3 above, or</p> <p>(ii) established a new UK business or businesses that has or have had a gross income from business activity of at least £5 million during the 3 year continuous period, or</p> <p>(iii) taken over or invested in an existing UK business or businesses and your services or investments have resulted in a net increase in gross income from business activity of £5 million during the 3 year continuous period, when compared to the 3 year periods immediately before the date the applicant became involved with the business as a Tier 1 (Entrepreneur) migrant.</p>	15

If you are applying for settlement you will need to provide all the necessary documentation to evidence you have met the requirements of [table C](#). In all cases you should supply the required evidence of investment and job creation set out in the Extension Application section above. If you are applying for accelerated settlement you will also need to provide the additional evidence specified below to show you meet at least one of the 2 accelerated settlement routes.

Accelerated Settlement on the basis of £5 million business activity: specified documents

Where you are applying for settlement and you are relying on business activity from a new UK business or businesses, you must provide audited accounts (if your business is legally required to produce audited accounts) or unaudited accounts which show the gross income resulting from the business' activities and that this gross income reached at least £5 million.

Where you are applying for settlement and you are relying on business activity from an existing UK business which you have taken over or invested in, you must provide both of the following:

- (i) Audited accounts (if your business is legally required to produce audited accounts) or unaudited accounts, clearly showing:
 - (1) the name of the accountant,
 - (2) the date the accounts were produced,
 - (3) the gross income from business activity for the 3 year period immediately preceding the date on which you became involved with the business as a Tier 1 (Entrepreneur) migrant, and
 - (4) a net increase of at least £5 million in gross income from business activity during the period you were involved with the business that you are relying on to score points for settlement as a Tier 1 (Entrepreneur) migrant.
- (ii) A signed and dated accountant's letter, confirming:
 - (1) the name and contact details of the business,
 - (2) an explanation of your status in the business,
 - (3) the net increase in business activity,
 - (4) the registration or permission of the accountant to operate in the United Kingdom, and
 - (5) that the accountant will verify the content of the letter to the Home Office on request.

Knowledge of Life and Language - settlement

When you apply for settlement you are required to show that you have knowledge of life and language in the United Kingdom before you can be granted (unless you fall under an exemption).

You can demonstrate this by passing both the Life in the UK Test and holding an English speaking and listening qualification at level B1 or above (please note: both Academic and

General training are acceptable).

More information on Life in the UK Test including how to book and the relevant exemptions can be found here: www.gov.uk/life-in-the-uk-test.

More information on the language requirement can also be found here: www.gov.uk/english-language.

Maintenance funds (all applications except settlement)

One of the requirements of Tier 1 is that anyone coming to the UK must be able to support themselves for the entire duration of their stay in the UK without use of public funds (benefits provided by the state). Any applicant who is unable to support themselves could face financial hardship because they will not have access to most state benefits.

In order to qualify for entry clearance under Tier 1, you must show that you have enough money to support yourself (and any dependants). The maintenance requirement is detailed below:

- If you are outside the UK seeking entry clearance you must have at least £3,310 of personal savings which you must have held for 90 consecutive days before the date of your application;
- If you are in the UK seeking further leave to remain, you must have at least £945 of personal savings which must have held for 90 consecutive days prior to the date of your application.

You may not use the same funds to score points for investment funds and to score points for maintenance funds for yourself or your dependants.

The conversion of overseas currency will be made using the OANDA exchange rate on the date of application. Please see the [OANDA website](#) for more information.

You may want to check the potential costs of living in the United Kingdom. If you do not expect to get any income from your work in the UK after the first month, you may want to check that you have enough money to support yourself and any dependants.

Any dependants wishing to join you must also provide evidence that they have sufficient funds. Please refer to the [dependants' guidance](#) on GOV.UK. Where your application is made at the same time as applications by your partner or child, each applicant must have the total requisite funds specified in the relevant parts of Appendices C and E of the Immigration Rules. If each applicant does not individually meet the requirements of Appendices C and / or E, as appropriate, all the applications (the application by the Relevant Points Based System migrant and applications as the partner or child of that Relevant Points Based System migrant) will be refused.

We will not consider money earned during a time that an applicant was in breach of the UK immigration laws as evidence of maintenance funds.

For example: Earnings made from UK employment will only be considered if you had leave to enter or remain in the UK at the time they were earned, and in a category which permitted you to take that employment.

Documents we require

The evidence used to support personal savings for at least 90 consecutive days must be issued by an authorised official of that organisation.

Evidence must be in the form of cash funds held in an account (this includes savings accounts and current accounts even when notice must be given). Other accounts or financial instruments such as shares, bonds, overdrafts, credit cards, pension funds etc, are not acceptable, regardless of notice period.

Where you are providing evidence of maintenance from a single account, we will always assess the funds available to you from the closing balance given on the document provided.

Where 2 or more pieces of evidence from a single account are submitted (for example 2 consecutive bank statements) we will assess the funds available to you from the closing balance of the most recent document.

Where evidence from 2 or more accounts are submitted, we will assess the funds available to you using:

- the most recent closing balance of one account, plus
- any additional money available to you on the date of that closing balance, for which you have provided the required evidence.

We will always use the closing balance date from the account that most favours you.

No points will be awarded where the specified documents show that the funds are held in a financial institution with which the Home Office is unable to make satisfactory verification checks. A list of financial institutions which do not satisfactorily verify financial statements is published on the gov.uk website.

If you wish to rely on a joint account as evidence of available funds, you must be named on the account along with one or more other named individual

Only the following specified documents will be accepted as evidence of this requirement:

i. Personal bank or building society statements covering a consecutive 90-day period:

The most recent statement must be dated no more than 31 days before the date of application. The personal bank or building society statements should clearly show:

- your name;
- the account number;
- the date of the statement;
- the financial institution's name and logo;
- any transactions during the 90 day period;
- there are enough funds present in the account. The balance must always be £3,310 or £945 (as appropriate), covering the 90-day period before the date of application

All statements must be on the bank's stationery unless you are submitting electronic statements.

Ad hoc bank statements printed on the bank's letterhead are admissible as evidence (this excludes mini-statements from cash points (ATMS)).

If you wish to submit electronic bank statements these must contain all of the details listed above. In addition, you will need to provide either:

- a supporting letter from your bank, on the bank's headed paper, confirming the authenticity of the statements; or
- an electronic bank statement bearing the official stamp of the bank in question will be accepted. This stamp should appear on every page of the statement.

We will not accept statements which only show the balance in the account on a particular day as these documents do not show that you have held enough funds for the full period needed.

ii. Building society pass book covering a consecutive 90-day period, ending no more than 31 days before the date of application.

The building society pass book should clearly show:

- your name;
- the account number;
- the financial institution's name and logo;
- any transactions during the 90 day period; and
- there are enough funds present in the account. The balance must always be £3,310 or £945 (as appropriate), covering the 90-day period before the date of application.

iii. Letter from bank confirming funds and that they have been in the bank for at least 90 days:

The letter from a bank or building society should show:

- your name;
- the account number;
- the date of the letter;
- the financial institution's name and logo;
- the funds held in your account; and
- that the funds of £3,310 or £945 (as appropriate), have been in the bank for at least a consecutive 90 day period on and immediately before the date of the letter.

The letter must be dated no more than 31 days before the date of application.

All statements must be on the bank's letterhead/official stationery

We will not accept letters which only show the balance in the account on a particular day as these documents do not show that you have held enough funds for the full period needed.

iv. Letter from a financial institution

The letter(s) from a regulated financial institution that you send us must cover a consecutive 90 day period ending no more than 31 days before the date of your application. The letter(s) must clearly show:

- your name; and

- the account number; and
- the date of the letter; and
- the financial institution's name and logo; and
- the money in the account; and
- that the funds of £3,310 or £945 (as appropriate), have been in the bank for at least a consecutive 90 day period on and immediately before the date of the letter.

The financial institution must be regulated by either the Financial Conduct Authority (FCA), the Prudential Regulatory Authority (PRA) or, in the case of overseas accounts, by the home regulator (the official regulatory body for the country the financial institution is in and where the money is held) for the purpose of personal savings accounts.

We will not accept letters which only show the balance in the account on a particular day as these documents do not show that you have held sufficient funds for the full period needed.

Overseas criminal record certificates

If you are applying for entry clearance as a Tier 1 (Entrepreneur) migrant or as an adult dependant (over 18 years old) of the main applicant in this route, you must provide an overseas criminal record certificate for any country you have been present in continuously or cumulatively for 12 months or more, in the 10 years prior to your application. You must provide the following specified documents:

- The certificate, for each country (excluding the UK) where you resided continuously or cumulatively for 12 months or more in the last 10 years, since aged 18 years old, issued by the overseas authority, and
- If the original is not in English, then you must provide a translated copy of certificate, in line with the requirements set out in the [criminal records checks guidance](#) on GOV.UK.

Certificates will only be considered valid if they have been issued within 6 months of the visa application or within the expressed validity period of the document, whichever is shorter. Current information on how to obtain certificates from various countries can be found in the [criminal records checks guidance](#) on GOV.UK.

If you are unable to obtain a certificate, for example, because the country does not produce such documents or because of any other reasons, you must provide a letter which details your attempts to obtain a certificate and confirm why this has not been possible. You should submit this letter with your other supporting documents when you apply. UKVI will consider your explanation against the situation in those countries and decide whether to waive the requirement. If UKVI concludes that it is possible for you to obtain a certificate but you have failed to do so, you will be asked again to provide a certificate.

If you fail to provide any certificates or an acceptable explanation, your application will be refused under paragraph 320 (2A) of the General Grounds for Refusal in Part 9 of the Immigration Rules. If you provide false or fraudulently obtained certificates your application will be refused. You may also be subject to a 10 year ban for any future entry clearance applications.

Date of application

You are outside the UK	You are inside the UK
The date of application is the date that you pay your application fee, as shown on your payment receipt.	The date of application is the date on which the online application is submitted

When you should apply

If you are in the UK, we encourage you to apply at least a month before your existing leave expires. If you apply much earlier than this you risk having a shortfall in leave if you choose to apply for settlement. This is because any further grant of leave is given from the date that we make the decision, not the date your leave expires. Please note the closing dates in the addendum at the start of this guidance.

Applications for leave to remain will fall for refusal if you have overstayed beyond the end of the last period of leave to enter or remain you were granted. The only exceptions are where your application is made:

- Within 14 days of your previous leave expiring and we consider there is a good reason beyond your/your representative's control, provided in or with the application stating why the application could not be made in time; or
- Within 14 days of:
 - the refusal of the previous application for leave; or
 - the expiry of any leave which has been extended by section 3C of the Immigration Act 1971; or
 - the expiry of the time-limit for making an in-time application for administrative review or appeal (where applicable); or
 - any administrative review or appeal being concluded, withdrawn or abandoned or lapsing.

If there are good reasons beyond your control which prevented you from applying in time you must submit evidence of these with your application. All cases will be decided on their merits.

You should not make plans to travel outside of the Common Travel Area whilst your application is under consideration. If you request your passport back from us in order to travel prior to a decision being reached on your application, your application will be treated as being withdrawn in accordance with Paragraph 34J of the Immigration Rules.

You will need to send us documentary evidence as set out in this guidance. You should check that you have everything needed before making your application. In some cases you must send us documents dating back some time.

Verification and other checks

We may carry out checks on the supporting documents you send with your application. You must ensure that all the evidence comes from a source which can be clearly identified and that we can independently confirm it as being genuine. More information is given in **Annex B** of this guidance.

Outcome of the decision

We will notify you of our decision and will return any documents you provided, by Royal Mail Signed for Delivery. If you require your documents to be returned by Royal Mail Special Delivery, you must provide a pre-paid Special Delivery envelope which is large enough for your documents with your application.

Care arrangements for children

You must be at least 16 years old to use this route.

Under Section 55 of the Borders, Citizenship and Immigration Act 2009, the Home Office must have regard to the need to safeguard children and to promote their welfare. All children working in the UK must have suitable care arrangements in place for their travel, reception on arrival in the UK and living arrangements while here.

Please note that 16 and 17 year olds have the legal right to live independently in the UK, and may therefore make their own arrangements for accommodation. If you are 16 or 17 years old on the date that your application is decided, you must have your parent(s) or legal guardian(s)' written consent to the arrangements that have been made in regard of your application, travel, reception and care arrangements. You must submit a letter from your parent(s) or legal guardian(s) giving their consent to you making this application and to the arrangements for your care in the UK. The letter must confirm if your parent(s) or legal guardian(s) have legal custody or sole responsibility for you. If they have sole responsibility they must sign the letter. If they do not, the letter must confirm that each parent or legal guardian agrees to the content of the letter and must be signed by each parent or legal guardian.

The letter must clearly show:

- the relationship between the parent(s) or legal guardian(s) and you;
- that your parent(s) or legal guardian(s) have given their consent to this application;
- that your parent(s) or legal guardian(s) agree to your living arrangements in the UK; and
- your parent(s) or legal guardian(s)' full names and addresses.

Private foster care arrangements

Children under 16 years old, or 18 years old if disabled, are privately fostered when they are cared for on a full-time basis by adults who are not their parents or a close relative, for more than 28 days at a time. It is the responsibility of the parent, carer, and anyone else involved in making the private fostering arrangement to notify their UK local authority of the private fostering arrangement.

In the UK, local authorities are responsible for safeguarding and protecting children. They must make sure private foster carers are suitable and that they get any support and guidance which they may need to help them care for a child. You must tell us if you are living under local authority care in the UK. If you are in local authority care you must provide a letter from the local authority which is caring for you confirming that you are currently in local authority care. The letter must be on official headed paper.

A close relative, parent or legal guardian caring for a child is not considered to be a private foster carer and so will not need to register with a UK local authority. A close relative is a grandparent,

brother, sister, step-parent, uncle (brother or half-brother of the child's parent) or aunt (sister or half-sister of the child's parent) who is aged 18 or over.

Change of circumstances

<p>To change your:</p> <ul style="list-style-type: none">• contact details;• details of your criminal convictions;• representative's details; or• dependants details <p>please complete a change of circumstances form which is available on GOV.UK.</p> <p>We will confirm that we have noted your change of circumstances in a letter. You should keep this letter with the original documents from your application.</p>	<p>If your current grant of leave was made by means of a Biometric Residence Permit (BRP), to change your:</p> <ul style="list-style-type: none">• name• date of birth• nationality• gender• appearance <p>you must send a new application on form NTL or TOC. Please see the transfer your visa section on GOV.UK.</p>
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Right of Administrative Review

If the Home Office refuse your application for leave to remain and you think a mistake has been made, you can request a review of that decision.

For more information about administrative reviews, see our website at www.gov.uk/ask-for-a-visa-administrative-review.

Reporting immigration offences

You, or any member of the public, can report illegal immigrants and other immigration offences via the [report an immigration crime](#) section of GOV.UK

Annex A - Glossary of Terms and Further Information

Accounting periods

A1. You can find more information on accounting periods on the [BEIS](#) pages of GOV.UK

Assets or possessions will not be accepted for the award of points

A2. Funds that you claim are available but that have not been converted to money will not be accepted for the award of points. For example, this includes estimates of the money that will become available when assets are sold. This is because until the sale of these assets is complete, and money transferred to the seller, there is no guarantee that the estimated value of the assets will be realised.

A business

A3. A business means an enterprise which is a sole trader; or a partnership; or a company registered in the United Kingdom.

Confirmation that the financial institution is regulated by the home regulator

A4. We may seek to confirm that a financial institution is regulated by the home regulator. We may do this by accessing the appropriate website and/or by contacting the institution directly.

A5. We will access the Financial Services Register at first, through the Financial Conduct Authority (FCA) website. Institutions are registered as 'firms' under the name of the institution or as 'individuals' if a person is the authorised body.

Current appointment report/filing history page from Companies House

A6. You must obtain the report/filing history from Companies House, for a fee, and send it with your application. These documents show when you became a director of a company. This will be the same document for a new business as for those becoming directors of an existing business. For more information on registration with Companies House, please see the [Companies House](#) section of GOV.UK

Currency Conversion

A7. The exchange rate used for overseas currency will be a rate conversion made using the exchange rate shown on the [OANDA website](#) on the date the application was made. This is an independent website, for which we are not responsible.

European Economic Area (EEA) financial institutions

A8. If the EEA firm is already operating in the UK it will be on the Financial Services Register. If not, the firm must be registered for operations in the country in which it operates (see the lists of regulatory bodies on the IOSCO website under A13 above). Under what is termed 'passporting' agreements, an EEA firm can provide financial services in the United Kingdom if it is entitled to carry on an activity in another EEA state, but in this case the firm must still be regulated by the appropriate overseas authority.

Evidence of settled worker status

A9. When you or your business employs a worker for whom points will be claimed, the employer is responsible for checking that the worker is not an illegal worker. The employer is required to copy certain documents and keep them. These documents are listed in the summary [guidance for employers on preventing illegal working](#), which you can download from GOV.UK.

The FCA and Prudential Regulation Authority (PRA) listing process

A10. The authorisation process has been split between FCA and PRA. Firms carrying out PRA regulated activities as a bank, credit union, insurer, or managing agent of a Lloyds syndicate

need to apply to the PRA for authorisation, but authorisation will not be granted unless the FCA is also satisfied that it should be. Firms that will be dual regulated should apply to the PRA unless directed otherwise. Solo regulated firms e.g. e-money institutions and payments service institutions and other providers will need to apply to the FCA for authorisation. Firms that have applied to the FCA/PRA for registration may not carry on regulated activities until their registration is complete. This may take 3 months or longer in some cases.

Financial exchanges are not responsible for control.

A11. Financial exchanges are a form of market for the financial industry and may be in charge of some of the listing and disclosure requirements for traded financial products on stock markets. These exchanges are not likely, however, to operate any form of control or monitoring of firms. Therefore, listing on a financial exchange cannot be accepted as an appropriate form of regulation of an overseas firm. For example, if a bank is listed on a recognised stock exchange, this is no guarantee that the bank is properly regulated and authorised. We will need to seek evidence of registration from an authority on one of the websites listed in this guidance.

Financial institutions

A12. For the purposes of this guidance, a financial institution is one that acts as an agent that provides financial services for its clients. Common types of financial institutions include banks, building societies, credit unions, stock brokerages and asset management firms. This is not intended to be an exhaustive list. Financial institutions are responsible for transferring funds from investors to companies in need of those funds. Financial institutions fall under financial regulation from a government authority.

Financial regulation

A13. Financial regulations are a form of control or supervision, which subjects financial institutions to local requirements, restrictions and guidelines, aiming to maintain the integrity of the financial system. This may be handled by either a government or non-government organisation. In the UK, by law, most financial service firms must be authorised by the Financial Conduct Authority (FCA) and/or the Prudential Regulation Authority (PRA) to do business in the UK.

Franchises

A14. Businesses that are set up as franchises can be accepted for the award of points. You will either be self-employed or employed, depending on how you decide to structure the franchise business, and should provide the appropriate evidence.

HM Revenue & Customs (HMRC) registration forms

A15. Every employer must register with HMRC and notify it of the employment, and the earnings, of their employees. We are not able to offer advice on registering as an employer or on the records that an employer must keep. You should visit the [HM Revenue and Customs](#) page of GOV.UK for more information.

HMRC requires an employer to keep an Employee Payment Record for at least 3 years. This record will show details of the earnings for the employee for each week that he/she worked for the employer.

If you employ more workers but do not use their employment to support their claim of points, you do not need to send information on those workers. We only need details of the employment created and used to claim points for this application.

The home regulator

A16. The home regulator is an official financial regulatory body, appropriate to the type of financial transaction, in the country of operation where the transaction was made.

Multiple sources of funding

A17. Where your funds are held in multiple bank accounts and you are required to submit multiple pieces of specified evidence, the documents must demonstrate that the total amount required (£50,000) is available on the same date.

We will not accept evidence that does not show the full investment is available. For example:

- You have a bank statement which ends 2 weeks before the date of application showing £25,000; and
- a letter from a different bank, dated one week before the date of application which states that you have access to £25,000.

This evidence does not demonstrate you have access to the full £50,000 as this could be the same £25,000 which has been moved between the 2 different accounts.

New employment created

A18. The jobs created must meet United Kingdom legislation. We are not able to offer you advice on compliance with employment legislation. You should visit the [employers](#) section of GOV.UK for more information.

A new investment is required

A19. The money used will only qualify for the award of points if it will be new investment in the United Kingdom. A new investment is one made within the 12 calendar months before the date of application.

A20. If you have already legally established a business that complies with relevant UK legislation in the UK while here under a different immigration category, you must satisfy the full requirements for the Tier 1 (Entrepreneur) initial application before you can be considered for approval. This means that if you made the investment in the business more than 24 months before applying to enter the category, you must make a further investment of £50,000.

If you are relying on funds previously invested in a UK business, you must provide specified evidence to demonstrate that:

- the amount of money has been invested directly, in your own name or on your behalf (showing your name);
- the relevant business is established in the UK; and
- you are registered as self-employed or as a director in that business.

Full details of the evidential requirements are available in earlier sections of this guidance.

Only money held in a regulated financial institution will be accepted for the award of points

A21. The money must be held in one or more financial institutions (for example a bank or building society), each of which must be regulated by the appropriate regulator in the country where they are operating. In order for a firm to hold money on someone's behalf the financial institution must first be authorised by its home regulator and meet the minimum requirements to safeguard these funds. This activity is usually referred to as 'deposit taking'.

Money held in a financial institution that is not regulated by the home regulator will not be accepted for the award of points.

Overseas institutions not regulated by the FCA/PRA

A22. For overseas companies not registered with the FCA/PRA, we will use the information available from the [Companies House list of overseas regulatory institutions](#).

Alternatively for overseas institutions not registered with the FCA/PRA, we may also use the [International Organization of Securities Commissions \(IOSCO\) general membership lists](#).

Ordinary, associate and affiliate members make up a very high percentage of all overseas financial regulatory bodies on this site. Enquirers searching for a regulatory body may need to look under all 3 membership categories. For example, Canada's regulatory bodies are listed under affiliate bodies.

Central banks may also have supervision over some financial markets. For a list of international central banks not registered with the FCA/PRA, we will use the list of central bank websites on the [Bank for International Settlements](#).

A23. Overseas regulatory bodies appearing on any of these websites will be accepted as an appropriate regulatory body. Only overseas regulatory bodies appearing on the websites listed may be accepted for the purpose of this guidance. If an application relies on money held in a financial institution not regulated by one of these bodies, it will not be accepted for the award of points.

Recognised United Kingdom supervisory bodies for accountants

A24. Accountants must have a valid licence to practise or practising certificate and must be members one of the following supervisory bodies: Institute of Chartered Accountants in England and Wales, the Institute of Chartered Accountants in Scotland, the Institute of Chartered Accountants in Ireland, the Association of Chartered Certified Accountants, the Association of Authorised Public Accountants, the Chartered Institute of Public Finance and Accountancy, the Institute of Financial Accountants, the Chartered Institute of Management Accountants, the Association of International Accountants, or the Association of Accounting Technicians.

Registration as self-employed

A25. A person setting up as self-employed must register as such with HMRC within 6 months of starting up. For more information on the legal requirements see the [Business and Self-employed](#) section of GOV.UK.

Types of investment accepted for the award of points

A26. Direct cash investment In order to ensure that the money is used by the business, you should provide the accounts of that business for assessment. These accounts must show the investment in money made directly by you, in your own name.

Share capital This only applies to migrants with a company structure that can raise money through shares.

You must give us business accounts showing the shareholders in the business. The amount and value of the shares (on the date of purchase) owned by you (in your name as it appears on your application) must be shown. If the value of your share capital is not shown in the accounts, then a copy of the company's register of members from Companies House must be provided.

Director's loan This only applies to migrants who become directors of a company. A director's loan to the company will be considered for the award of points as long as it is unsecured and

subordinated in favour of third-party creditors. (For the purposes of this guidance an unsecured loan is where you have loaned money to the business that is not secured by property or assets that become subject to seizure on default. Third-party creditors are those individuals or companies that the business owes money to, not including you.)

Types of investment excluded from the award of points

A27. For the purpose of the Tier 1 (Entrepreneur) rules, investment and business activity **does not include investment in any residential accommodation or property development or property management, and must not be in the form of a director's loan, unless it is unsecured and subordinated in favour of the business.** We will use any legal agreement between you and the company to assess this. If no legal agreement is provided or if the investment appears to be in the form of a loan which does not meet these conditions, no points will be awarded for this investment.

We define **property development** as any development of property (real estate) owned by the applicant or his business to increase the value of this property with a view to earning a return either through rent or a future sale, or both.

We define **property management** as the management of property (regardless of who owns it - whether or not it is owned by the applicant or his business) for the purposes of renting it out or for resale.

The principle is that business income must be generated from the supply of goods and/or services, and not derived from the increased value of property or any income generated from property, such as rent.

The restrictions on investment in property development and property management are intended to ensure that the Tier 1 (Entrepreneur) route is used to promote United Kingdom competitiveness in business.

This restriction does not, however, prevent you investing in companies that are mainly involved in construction.

Money deposited in a bank account, even if it is in a United Kingdom business bank account, is not counted as investment in business. The money should be used in the business, for example to encourage growth or expansion, or to improve services or products.

What is a business in the UK?

A28. We will consider a United Kingdom business to be one that:

1. has its business premises in the UK (unless you are self-employed and do not have a premises) or its registered office or, if it has no registered office, its head office (for a director of a company);
2. has a UK bank account showing transactions for the business that are current (this may be either a business bank account, or a personal bank account for self-employed migrants); and
3. is subject to UK taxation.

Any business that benefits from your £200,000 (or £50,000) investment used for the purposes of claiming points for this application must be this type of business.

What is a 'new' business?

A29 A business will be only considered to be new if it was established no earlier than 12 months before the start of a period throughout which you have had continuous leave as a Tier 1 (Entrepreneur) migrant, and which includes your last grant of leave. Continuous leave is not

considered to be broken in the circumstances defined in paragraphs 245AAA of the Immigration Rules.

For applicants who held entry clearance or leave to remain as a Tier 1 (Graduate Entrepreneur) no more than 28 days before the application which led to the start of the continuous period, a business will be considered to be new if it was established no earlier than 24 months before the start of that period.

What is an employee?

A30. Not everyone who works for someone else is an employee.

You can claim points for employees who are:

- part-time and full-time workers; or
- workers under an employment contract.

However, you cannot claim points for a self-employed worker who is contracted to work for you. In this case the person will have a contract for service and will not be accepted for the award of points as an employee. It is your responsibility to consider the status of employees.

What is a settled worker?

A31. Only jobs that are given to people with settled status at the point they commence work in the UK will qualify for the award of points. [Paragraph 6 of the Immigration Rules](#) defines what we mean by “settled in the United Kingdom”

Workers requiring approval to work in the UK, such as holders of an immigration employment document under the skilled worker arrangements, will not count towards the award of points even if they have permission to work for your business.

Why is full-time work set at 30 hours a week?

A32. Posts which are less than 30 hours a week are regarded as part-time by the Department for Business, Energy and Industrial Strategy (BEIS) and the Office for National Statistics. Therefore, we consider 30 hours a week to be the minimum that qualifies as full-time.

How to assess the dates of the employment from Full Payment Submissions (FPS)

A33. In order to qualify for points the post must be created as a result of your contribution to the United Kingdom economy. The posts you have created or have been created by your business, must be new posts.

A34. If you are joining an existing business you must create posts as a result of your contribution. When awarding points, we will only accept evidence of posts created after the date that you started work in the business.

A35 Full Payment Submissions show the dates of employment of the worker, and you must supply them with your application.

Pay slips or wage slips

A36. You must provide copies of pay statements, often known as pay slips or wage slips, that have been issued to the workers used to claim points. These must cover the full period for which the points are claimed. For more information on pay statements visit the [employers' page](#) of GOV.UK. We cannot advise on employer obligations on pay statements. You should visit the [Department for Business, Energy and Industrial Strategy \(BEIS\)](#) section of GOV.UK. if you have queries on legal requirements.

Legal representative

A37. This is a person who oversees the legal affairs of someone else. Examples include the executor or administrator of an estate and a court-appointed guardian of a child or incompetent person. We will accept a lawyer or a notary public as a legal representative.

Lawyer A professional person authorised to practise law in England and Wales, conduct lawsuits or give legal advice.

Notary public A public official whose main powers include administering oaths and confirming signatures.

What is notarisation?

A38. Notarisation is the certification by a notary public that the signature appearing on a document is genuine. Notaries assess documents and confirm that copies are exact representations of the original. A notarisation should include a notary's signature and an official stamp.

What is the specified date?

A39. A Tier 1 (Entrepreneur) migrant must have met the conditions of the category within 6 months (26 weeks) of either:

- The date of your entry to the UK if you were granted entry clearance as a Tier 1 (Entrepreneur) migrant and where there is evidence to establish the date of your entry to the UK; or
- The date of your grant of entry clearance, if you were granted entry clearance as a Tier 1 (Entrepreneur) migrant and where there is no evidence to establish the date of your entry to the UK; or
- The date of your grant of leave to remain, in any other case.

Where you have been found not to have fulfilled one or more of the following within 6 months of the specified date you may have their leave curtailed:

- Registered with the HMRC as self-employed;
- Registered as a new business in which you are a director; or
- Registered as director of an existing business.

Entrepreneurial teams

A40. You may claim points for the same investment and business activity with another person if you have formed an entrepreneurial team. This is limited to a maximum of 2 people – for more information please see the guidance on entrepreneurial teams. In this case you must both have equal level of control over the investment funds and/or business(es) formed.

Both members of the entrepreneurial team must be shown by name in each other's applications, and in the evidence of funds.

Neither of the team members must have previously been granted leave as a Tier 1 (Entrepreneur) migrant on the basis of investment and/or business activity linked in this way with any applicant other than each other if the same funds are being relied on as in a previous application.

Genuine Entrepreneur Activity (contract of service with another business)

A41. If you are granted leave to enter or remain as Tier 1 (Entrepreneur) migrant, your leave will prohibit you from engaging in employment except where you are working for the business which you have established, joined or taken over. You will comply with this restriction if, for example, you are employed as the director of the business in which you have invested, or if you are working in a

genuinely self-employed capacity. In this capacity you will have a contract **for** service.

You may not, however, be considered to be working for your own business if the work you undertake amounts to no more than employment by another business (for example, where your work amounts to no more than the filling of a position or vacancy with, or the hire of your labour to, that business, including where it is undertaken through engagement with a recruitment or employment agency). In this capacity you would have a contract **of** service. This applies even if it is claimed that such work is undertaken on a self-employed basis.

For example, under a contract *for* service you could, for example, be running an IT security software business that provides IT security solutions to businesses or customers. By contrast, you might be considered to be undertaking an “activity pursuant to a contract *of* service” if, for example, you are a self-employed security software programmer that is engaged by one or more software companies to provide solutions to their clients on those companies’ behalf, and the terms of that engagement amount to employment.

In considering whether your work amounts to genuine self-employment (and is therefore work for the business which you have established, joined, or taken over) or is in fact employment by another business, we will take into consideration your status in tax law and employment law, as well as whether:

- you are in business for yourself, are responsible for the success or failure of your business and can make a loss or a profit;
- you can decide what work you do and when, where or how to do it;
- you can hire someone else to do the work;
- you are responsible for fixing any unsatisfactory work in your own time;
- your client agrees a fixed price for your work - it doesn’t depend on how long the job takes to finish;
- you use your own money to buy business assets, cover running costs, and provide tools and equipment for your work;
- you can work for more than one client;
- you put in bids or give quotes to get work;
- you are under direct supervision when working;
- you submit invoices for the work you have done;
- you are responsible for paying your own National Insurance and tax;
- you get holiday or sick pay when you are not working; and whether
- you operate under a contract for services or consultancy agreement that uses terms like ‘self-employed’, ‘consultant’ or an ‘independent contractor’

We will consider these factors as a whole. You must not assume your work will be classed as genuine self-employment based on a single factor.

If your work amounts to no more than employment by another business, we may consider you to be working in breach of your conditions of stay, and that you are therefore liable to curtailment of

your stay and/or removal from the United Kingdom.

Annex B - Verification and other checks

1. What may be checked?

We may want to check the supporting documents you send with your application. Therefore, you must ensure that all the evidence comes from a source that can be clearly identified and that it can be independently confirmed as being genuine.

These checks may delay our decision on an application so we will only make them when we have clear reasons to do so.

2. When will verification checks be made?

Where we have reasonable doubts that a specified document is genuine we may want to verify the document with an independent person or government agency.

What we consider to be a reasonable doubt will depend on an individual application. However, our judgments will be based on the facts we have.

The purpose of these checks is to ensure that the document provided is genuine and accurately reflects statements made in the application. If the document is being used as evidence to score points, we also want to ensure that it entitles you to claim those points.

3. When will other checks be made?

We will make other checks where, for example, we have doubts about an application or the documents sent with the application but these are not serious enough for us to make a verification check.

This may be because previous verification checks have found that some supporting evidence is invalid and some is genuine, or where evidence provided contradicts information we already have. In these cases, we may carry out more checks.

4. What are the possible outcomes of checks?

There are 5 possible outcomes of a check:

- **Document confirmed as genuine.** If we conclude that the document is genuine, we will consider the application as normal.
- **Document confirmed as false.** If we conclude that the document is false, we will refuse the application, whether or not the document is essential to the application. If a document is confirmed as false, we will normally refuse the application for more than one reason. For example, if you send us a bank statement to show that you have enough funds available, and we have evidence that the statement is false, we will refuse the application because you do not meet the funds requirement and because you have sent a false document. Where we confirm that a document is false it will be retained by the Home Office and is likely to jeopardise any future application.
- **Check inconclusive (verification checks).** If we cannot verify that the document is either genuine or false then we will ignore it as evidence for scoring points. If you have sent other specified documents as evidence for scoring the relevant points, we will consider these as normal. If you have not sent any other documents, we will award zero points in that area.
- **Check inconclusive (other checks).** If we cannot verify that the document is either

genuine or false then we will consider the application as if the document is genuine.

- **Check gives us cause to have reasonable doubt about the genuineness of a specified document (other checks).** If we cannot determine that the document is either genuine or false but as a result of the checks we find other reasons to doubt the genuineness of a particular specified document, we may decide to make a verification check.

5. When would an application be refused without making verification checks?

We may refuse an application without making verification checks where:

- We are concerned about a piece of evidence but would in any event refuse the application for other reasons, those reasons will form the basis of the refusal. We will not make verification checks in these circumstances. However, we will always verify passports if we doubt they are genuine.
- There is evidence that proves a particular document is false without verification checks.

6. What is the procedure for verification and other checks?

The procedures for both verification checks and other checks will vary from case-to-case, but they may involve:

- checking the details or genuineness of documents with employers, the relevant embassy or high commission, other government departments (in the United Kingdom and overseas); and
- checking the accuracy and authenticity of documents with banks, universities and professional bodies.

We record the results of our enquiries.

If we cannot obtain an immediate answer to enquiries, we will normally wait for up to a maximum of 4 weeks for the necessary information.

Our compliance team may visit your employer or educational institution (if you are a student) before we make a decision on the application.

Annex C - Templates

Document 1

Letter for Authorised Financial Institution (AFI), this should be submitted on the letter headed paper of the financial institution

CONFIDENTIAL

For the attention of the Home Office

In regard to the application of Mr/Mrs/Ms **[Name]** for Entrepreneur status in the United Kingdom: I have the consent of **[name]** to share these findings with the Home Office. I will confirm the contents of this letter to the Home Office at their request.

[name/s] has £ available for investment in the United Kingdom on deposit with this financial institution.

On this date **[give date]**, the applicant has the following amount of money IN THEIR OWN NAME and available for investment in a business in the United Kingdom [£] if applicable. Or, the applicant has agreed to form an entrepreneurial team with [name] and has the following amount of money IN THEIR OWN NAMES available for investment in a business in the United Kingdom [£] if applicable. If these funds are already in the United Kingdom, please give the date of entry to the United Kingdom [date of entry of money into the United Kingdom dd/mm/yyyy]

The applicant/s has/have the following amount of money available for investment in a business in the United Kingdom, held in this institution under the names of [please enter details in the table provided if applicable].

I am not aware of [name of the funds holder] having promised to make that money available to any other person.

Name of third party contributor	Relationship to applicant or each applicant	Contact details	Amount of money from the third party available to the applicant or both applicants	If these funds are already in the United Kingdom, the date of entry to the United Kingdom must be given
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Name and address of Authorised Financial Institution:

This institution is regulated by the FCA/PRA **[state form of registration]**

Name and contact details of the Author of this document:

Signature of authorised person of the Authorised Financial Institution

Document 2

Declaration of availability of third party funds used for an application for Entrepreneur status.

CONFIDENTIAL

For the attention of the Home Office

I agree that this letter may be shown to the Home Office. I will confirm the contents of this letter at the request of the Home Office. In regards to the application/s of Mr/Mrs/Ms applicant's name or names] for Entrepreneur status in the United Kingdom:

I [name] am the [state relationship] of [name] who has made an application for Entrepreneur status in the United Kingdom. I am willing to share this information with the Home Office.

I have £ (please give amount in Pounds Sterling) and I will make it available to [name of applicant or applicants who have agreed to form an entrepreneurial team] or the business they run in the United Kingdom.

I confirm that this money will remain available to [name of applicant or applicants who have agreed to form an entrepreneurial team] until it is transferred to them or to their business.

OR

I [name] represent [corporate body] which has £ (please give amount in pounds sterling) and will make it available to [name of applicant] or the business they run in the United Kingdom. I confirm that this money will remain available to [name of applicant or applicants who have agreed to form an entrepreneurial team] until it is transferred to them or to their business.

Contact details of third party, including: Full address including postal code Landline telephone number Email address if available. Third party's identity document number (e.g. passport or national identity card), place of issue and dates of issue and expiry

Signature of third party

Signature of applicant

Signature of both applicants who have agreed to form an entrepreneurial team (if applicable)

Date that the declaration was made [dd/mm/yyyy]

Extra information needed where the £50,000 investment provision is used

For venture capital firms –the name and registration number that they are listed under with the FCA as permitted to operate as a venture capital firm (its entry in the register includes a permission to arrange, deal in or manage investments, or to manage alternative investment funds) and confirmation of the funding agreement; or

For Seed funding Competition – confirmation that the competition is listed by UK Trade and Investment and the name that it is listed under; or

For UK Government Departments or Devolved Government Departments in Scotland, Wales or Northern Ireland funding made available for the specific purpose of establishing or expanding a UK business – confirmation that the Department is contributing funds directly to the applicant/s or applicant's business.

Extra information needed where the third party is another business in which the applicant is self employed or a director

Confirmation of the applicant's status within that business and that the applicant is the sole controller of the business's finances. If the applicant is not the sole controller of the business's finances, the signature of another authorised official of that business.

Annex D – Example job creation table

The following is an example of how to complete the job creation table in the Tier 1 (Entrepreneur) LTR and SET (O) online application, to show you have created the equivalent of 2 full time jobs which have existed for 12 months.

Please provide the details of all employees who filled these jobs for the required 12 month period. The jobs must exist for **at least 12 months**. Within the same job, another worker can replace a worker who is employed for part of a year and then leaves the job, so that the employment as a whole adds up to 12 months. The hours of workers in 2 part-time jobs can be combined to add up to 30 hours a week or more and form the equivalent of one full-time job, as long as the 2 part-time jobs exist for 12 months. We consider full-time to be 30 hours per week. Each job will be assessed separately unless you indicate below that you wish to combine one job with another job.

Job number: 1

Job Title: Manager

Date Post Created: 04/01/2015

**If this job is being combined with another job to make equivalent of 1 full time job, indicate which job:
N/A**

Employee Name	Start Date with your business (if this differs from start date in job)	Start Date in job	End Date in job	Hourly Rate Paid	Full-time	Part-time
John Doe	01/10/2014	04/01/2015	04/07/2015	£9.60	Yes	
John Smith	04/07/2016	04/07/2016	04/01/2016	£9.60	Yes	

Job number: 2

Job Title: Treasurer

Date Post Created: 04/01/2015

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job this is: Job number 3

Employee Name	Start Date with your business (if this differs from start date in job)	Start Date in job	End Date in job	Hourly Rate Paid	Full-time	Part-time
Jane Doe	04/01/2015	04/01/2015	04/01/2016	£9.50		Yes

Job number: 3

Job Title: Cleaner

Date Post Created: 04/01/2015

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job this is: Job number 2

Employee Name	Start Date with your business (if this differs from start date in job)	Start Date in job	End Date in job	Hourly Rate Paid	Full-time	Part-time
Jane Smith		04/01/2015	04/01/2016	£9.50		Yes

Job number: N/A

Job Title: N/A

Date Post Created: N/A

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job this is: N/A

Employee Name	Start Date with your business (if this differs from start date in job)	Start Date	End Date	Hourly Rate Paid	Full-time	Part-time