

Application for Continued Registration (Repeat Registration)

This continued registration application is for use by organisations making no changes.

In submitting this application the OISC require that:

1. Those advisers applying for continued registration are applying at the same Levels/Categories for which they are currently authorised
2. Those advisers applying for continued registration have signed the declaration
3. Those owning and/or running the organisation have signed the declaration
4. The organisation provides documentary evidence of current and adequate Professional Indemnity Insurance
5. The correct registration fee is included (Fee charging organisations only)

Organisation Name:	
Organisation Reference:	
Organisation Level:	

Organisation Details	
Website:	
Email:	
Telephone Number:	
Main Office/Branch	
Street Address:	
Postal Address:	
Email:	
Telephone Number:	

Additional Offices/Branches	
Street Address:	
Postal Address:	
Email:	
Telephones:	

Is organisation (please tick)

Fee charging

Non fee charging

Continued Registration Fees (Fee charging organisations only)

The scale of fees is set by the the Immigration and Nationality and Immigration Services Commissioner (Fees) (Amendment) Regulations 2022 No. 296

Level	Number of advisers	Continued registration fee
1	n/a	£733
2 & 3	1 to 4	£1,646
2 & 3	5 to 9	£2,041
2 & 3	10 and over	£2,698

Cheques should be made payable to: The Office of the Immigration Services Commissioner. Payments by BACS are accepted. Please quote your organisation's name and reference number when sending BACS payments.

Sort Code: 60-70-80 Account Number: 10014934

Account Name: OISC No2 Account Bank: Nat West

The OISC has no power to refund application fees in respect of withdrawn or unsuccessful applications and refunds will be made only in the most exceptional circumstances.

Primary Contact details

Primary Contact Details	
Name:	
Email:	
Telephone Number:	
Mobile:	
Office Address:	

Adviser's details and declaration

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

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

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

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

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

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

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

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

Registered Advisers		
Name:		
Level and Categories:		
Email address:		
Confirmation:	Please tick the box opposite to indicate agreement with the declarations above	
Name:		
Level and Categories:		
Email address:		
Confirmation:	Please tick the box opposite to indicate agreement with the declarations above	
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Level and Categories:		
Email address:		
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Name:		
Level and Categories:		
Email address:		
Confirmation:	Please tick the box opposite to indicate agreement with the declarations above	

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

Print full name:

Date:

Declaration by those owning and/or running the organisation.

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

Owners and those involved in running the organisation must complete the declaration below to confirm that there are no issues regarding their fitness which need to be considered at this time. These are issues that the OISC have not previously been informed of. These might include any previously undeclared:

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

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

Owner/Manager		
Name:		
Position:		
Confirmation:	Please tick the box opposite to indicate that there are no fitness issues to declare	<input type="checkbox"/>
Name:		
Position:		
Confirmation:	Please tick the box opposite to indicate that there are no fitness issues to declare	<input type="checkbox"/>
Name:		

Position:		
Confirmation:	Please tick the box opposite to indicate that there are no fitness issues to declare	
Name:		
Position:		
Confirmation:	Please tick the box opposite to indicate that there are no fitness issues to declare	
Name:		
Position:		
Confirmation:	Please tick the box opposite to indicate that there are no fitness issues to declare	

Charitable Organisations

In the case of charities, the Chief Executive or Chair may confirm with the organisation’s trustees that none of the circumstances outlined above have occurred during the organisation’s last registration period. The Chief Executive or Chair can then sign below on behalf of all the organisation’s trustees. If any of the points above are relevant and a trustee has not yet declared them, they must do so now and provide further details along with this application.

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

Name:

Position:

Date:

The Chief Executive or Chair should additionally include a note to the OISC should there have been any change of trustees.

Currently listed Trustees	
Name:	
Name:	
Name:	
Name:	
Name:	

Adding New Applicant Advisers

Should you wish to add advisers to your application that are not currently regulated to provide immigration advice and services on behalf of your organisation, in addition to this form, you will also need to complete the [New Adviser Application and Competence Statement](#) for each new applicant. If the applicant was previously authorised with the Commissioner within 6 months of the application date, the organisation do NOT need to submit the New Adviser Application and Competence Statement or undertake a DBS check or provide identity documents or proof of right to work. The organisation do however need to contact their OISC caseworker by e-mail or letter and request that the applicant be granted authorisation under their registration. The registered organisation need to provide the name of the applicant and the name of the organisation they were previously authorised with.

Declaration

In making this application to the OISC, I agree on behalf of the applying organisation that:

- All staff have read the Commissioner's Code of Standards and agree to abide by them **in full**.
- The registered organisation will identify and address the continuing professional development needs of its authorised advisers so as to maintain their fitness and competence in accordance with the Commissioner's Code of Standards.
- The Commissioner may undertake any necessary checks to establish our fitness, competence and compliance with the Commissioner's Codes.
- I will notify the Commissioner of any changes to the organisation immediately and, as required in the Codes, before these changes are implemented. (This includes any changes to the actual control of the regulated advice organisation)

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

Print full name:

Position in organisation:

Date: