



OISC

Application for Registration

Organisation details

Name of organisation:

**Highest OISC level
you wish to apply for:**

Is the organisation:

Fee charging ☐

Non fee charging ☐

Main address:

Telephone number:

Mobile number:

Email address:

Website address:

Postcode:

What is the legal status of the organisation?

Sole trader ☐

Private limited company ☐

Partnership ☐

Limited partnership ☐

Limited liability partnership ☐

Registered charity ☐

Other (please specify) ☐

Does your organisation have the following UK registration numbers?

Companies House Yes ☐ No ☐

Registration no.

Registered Charity Yes ☐ No ☐

Registration no.

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

Organisation details continued...

How many offices does your organisation have?

If you have more than one office please give contact details for the other offices below.
Please continue on a separate sheet if necessary

2nd Office:

Telephone number:
Email address:
Website address:
Additional telephone number:

Residential ☐ Commercial ☐

3rd Office:

Telephone number:
Email address:
Website address:
Additional telephone number:

Residential ☐ Commercial ☐

4th Office:

Telephone number:
Email address:
Website address:
Additional telephone number:

Residential ☐ Commercial ☐

Public access:

If approved, do you wish details of your organisation to be added to the OISC's
[Adviser Finder](#)?

Yes ☐

No ☐

Advisers' details

Please provide details of all persons who will be working as advisers as defined by the Immigration and Asylum Act 1999.

In addition each individual adviser must provide a competence statement as to their knowledge, unless they are excluded from this requirement (see page 16 of the Guidance Notes).

Please indicate below if any of those listed are/were authorised with another OISC organisation

Adviser's full name	Date and place of birth	Gender	Job title
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1.

2.

3.

4.

5.

6.

7.

8.

9.

Please attach additional sheets, if necessary

Details of those owning and/or running the organisation

Please complete the following details for those owning and/or running the organisation.

If you are applying as an adviser and you are the owner and/or running the organisation you do not need to complete this next section.

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.

For further information please see the [Commissioner's Guidance on Fitness \(Owners\)](#)

Owner and/or those running the organisation details: 1st person

Title:

Forename(s):

Surname:

Date of Birth:

Nationality:

Please state your role within the company:

Private firms:Partner ☐ Company Director *(Executive or Non-executive)* ☐Self-employed sole trader ☐ Company Treasurer or Secretary ☐

Do you own a share in the business?

If so, please state the size of your share e.g. 50%

Charities:Chief Executive Officer ☐ Trustee ☐Chair ☐**Declaration**

In the last five years have you traded under a different name or been known by a different name?		If yes, please give details:
Are you involved in the running of any other businesses or are employed at any other organisation? If "Yes" please give details of all other businesses, including the nature of the business and your role in it. Please state whether you intend to continue with that business if this application is successful.		If yes, please give details:
Do you have any unspent criminal convictions in the UK or abroad? and/or Are you currently subject to any criminal proceedings in the UK or abroad?		If yes, please give details:
Have you been, or are you, the subject of any existing or previous disciplinary proceedings by regulatory authorities or professional bodies in the UK or abroad?		If yes, please give details:

<p>Have you ever been a director of a company or member of an LLP which has been the subject of a winding up order, an administration order or administrative receivership, or have you entered into a voluntary arrangement under the insolvency Act 1986, or has the company been otherwise wound up or put into administration in circumstances of insolvency?</p> <p>and/or</p> <p>Have you ever been declared bankrupt or entered into an individual voluntary arrangement or a partnership voluntary arrangement under the Insolvency Act 1986?</p>		If yes, please give details:
Have you ever been disqualified or banned from being a director of a company or from acting as a charity trustee?		If yes, please give details:
Have you ever been involved in any conduct which may call into question your honesty, integrity or respect for the law?		If yes, please give details:

I declare that the answers that I have given are true and correct to the best of my knowledge and belief. I have declared all information relevant to the consideration of my fitness as a person owning and / or running a business providing immigration advice.

I understand that the information given in this application form may need to be checked against the records of other agencies including professional bodies, regulatory agencies and the police in the UK and abroad.

I undertake to notify the OISC of any material changes to 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 the application being refused.

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

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

Name:

Date:

Owner and/or those running the organisation details: 2nd person

Title:

Forename(s):

Surname:

Date of Birth:

Nationality:

Please state your role within the company:

Private Firms:

Partner ☐ Company Director *(Executive or Non-executive)* ☐
Self-employed sole trader ☐ Company Treasurer or Secretary ☐

Do you own a share in the business?

If so, please state the size of your share e.g. 50%

Charities:

Chief Executive Officer ☐ Trustee ☐
Chair ☐

Declaration

In the last five years have you traded under a different name or been known by a different name?		If yes, please give details:
Are you involved in the running of any other businesses or are employed at any other organisation? If "Yes" please give details of all other businesses, including the nature of the business and your role in it. Please state whether you intend to continue with that business if this application is successful.		If yes, please give details:
Do you have any unspent criminal convictions in the UK or abroad? and/or Are you currently subject to any criminal proceedings in the UK or abroad?		If yes, please give details:
Have you been, or are you, the subject of any existing or previous disciplinary proceedings by regulatory authorities or professional bodies in the UK or abroad?		If yes, please give details:

<p>Have you ever been a director of a company or member of an LLP which has been the subject of a winding up order, an administration order or administrative receivership, or have you entered into a voluntary arrangement under the insolvency Act 1986, or has the company been otherwise wound up or put into administration in circumstances of insolvency?</p> <p>and/or</p> <p>Have you ever been declared bankrupt or entered into an individual voluntary arrangement or a partnership voluntary arrangement under the Insolvency Act 1986?</p>		If yes, please give details:
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Name:

Date:

Owner and/or those running the organisation details: 3rd person

Title:

Forename(s):

Surname:

Date of Birth:

Nationality:

Please state your role within the company:

Private Firms:

Partner ☐ Company Director (*Executive or Non-executive*) ☐
Self-employed sole trader ☐ Company Treasurer or Secretary ☐

Do you own a share in the business?

If so, please state the size of your share e.g. 50%

Charities:

Chief Executive Officer ☐ Trustee ☐
Chair ☐

Declaration

In the last five years have you traded under a different name or been known by a different name?		If yes, please give details:
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I will supply the Commissioner with any additional information which is required to process my application.

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

Name:

Date:

Owner and/or those running the organisation details: 4th person

Title:

Forename(s):

Surname:

Date of Birth:

Nationality:

Please state your role within the company:

Private Firms:Partner ☐ Company Director (*Executive or Non-executive*) ☐Self-employed sole trader ☐ Company Treasurer or Secretary ☐

Do you own a share in the business?

If so, please state the size of your share e.g. 50%

Charities:Chief Executive Officer ☐ Trustee ☐Chair ☐**Declaration**

In the last five years have you traded under a different name or been known by a different name?		If yes, please give details:
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I will supply the Commissioner with any additional information which is required to process my application.

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

Name:

Date:

Owner and/or those running the organisation details: 5th person

Title:

Forename(s):

Surname:

Date of Birth:

Nationality:

Please state your role within the company:

Private Firms:

Partner ☐ Company Director (*Executive or Non-executive*) ☐
Self-employed sole trader ☐ Company Treasurer or Secretary ☐

Do you own a share in the business?

If so, please state the size of your share e.g. 50%

Charities:

Chief Executive Officer ☐ Trustee ☐
Chair ☐

Declaration

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Do you have any unspent criminal convictions in the UK or abroad? and/or Are you currently subject to any criminal proceedings in the UK or abroad?		If yes, please give details:
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By ticking this box, I agree to comply with the requirements contained within the declarations above.

Name:

Date:

Declaration

Competence

Code 5

(Please see application Guidance Notes page 20)

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

☐ **I have enclosed a Competence Statement for each adviser applying for registration***

* Please see Page 16 of Guidance notes regarding previously authorised advisers.

Client care letter

Codes 23 to 26

(Please see application Guidance Notes page 20 and/or Model document)

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

☐ **I have enclosed a copy of my template client care letter**

Client closure letter

Codes 46 & 47

(Please see application Guidance Notes page 21 and/or Model document)

Code 46 says that advisers on receiving notification of the outcome of a client's case must notify the client in writing confirming that the case has been completed, any implications or restrictions on the client's leave, a list of the original documents returned to the client and a final financial statement (Fee Charging organisations only).

Code 47 says that where a case has not been completed but the client has withdrawn their instructions or the organisation has decided to withdraw from the case must notify the client in writing confirming that the case has been completed, any implications or restrictions on the client's leave, a list of the original documents returned to the client and a final financial statement (Fee Charging organisations only).

☐ **I have enclosed a copy of my client closure letter**

By ticking this box I declare that I have read and understood the relevant Codes relating to Competence, Client care and Closure letter. I have included the required documentation with this application. I understand that, if I submit my application and the above information is not supplied or does not comply with the Codes, my application may be delayed and/or refused.

Tick Box:

Print Name

Date

Declaration

Running the organisation

Codes 49 to 51

(Please see application Guidance Notes page 21 and/or Business Plan Model document)

Code 49 says organisations must have and effectively apply appropriate management structures, governance arrangements, processes and policies to support and maintain a viable and sustainable business.

Code 50 says organisations must detail the individual who has specific overall responsibility for those who give immigration advice or immigration services within their organisation.

Code 51 says advisers must have a business plan for its current year along with a cash flow / funding projection.

- ☐ I have enclosed my business plan which includes a cash flow/funding projection; and
 - ☐ I have included in my business plan details of the individual who has overall responsibility for those that give immigration advice or services; or
- The following person has overall responsibility for those that give immigration advice or services:

Professional Indemnity Insurance

Code 52

(Please see application Guidance Notes page 22)

Code 52 places an obligation on organisations to have adequate professional indemnity insurance cover in respect of any civil liability incurred in relation to their work and advice services.

- ☐ I have enclosed a copy of professional indemnity insurance certificate and schedule with this application
- ☐ I have enclosed a copy of a professional indemnity insurance quotation and understand that I will have to supply a certificate and schedule before my organisation is approved

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

Tick Box:

Print Name

Date

Declaration

Fees and accounts

Codes 58 to 69

(Please see application Guidance Notes page 23 and/or Model document)

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

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

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

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

You must provide details of how you will record client payments and account transactions

- ☐ I am applying as a non fee charging organisation and will not take any fees.
- ☐ I have enclosed a copy of my fee scale with this application.
- ☐ I have enclosed details of how I will record client payments and account transactions such as documentary evidence of an opened business bank account or headed letter from my bank confirming the above.

You must supply evidence of your client account or explain that you will not take client money in advance of work done, for government application fees or for any other disbursement.

- ☐ I have enclosed evidence of my client account
- ☐ I confirm that I will not be taking client money in advance of work done or for any disbursements.

By ticking this box I declare that I have read and understood the relevant Codes relating to fees and accounts and have included the required information and evidence with this application. I understand that if I submit my application and the required information and evidence is not supplied or does not comply with the Codes, my application may be delayed and/or refused.

Tick Box:

Print Name

Date

Declaration

Procedure for handling complaints

Code 79

(Please see application Guidance Notes page 23 and/or Model document)

Code 79 says that advisers must have a written procedure for handling complaints.

☐ I have enclosed a copy of my complaints procedure

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

Tick Box:

Print Name

Date

Application Checklist

The documents below must be submitted with your application.

Please tick

- | | | |
|--|---|--------------------------|
| 1. Completed application form | | <input type="checkbox"/> |
| 2. Application fee (Fee Charging Organisations only) | Paid by BACS
(please do not pay by cheque) | <input type="checkbox"/> |
| 3. DBS check requested on new adviser application and competence statement
or | | <input type="checkbox"/> |
| Copy of existing original DBS certificate | | <input type="checkbox"/> |

Supporting evidence checklist

- | | |
|--|--------------------------|
| 1. New Adviser Application and Competence Statement for each adviser
(where applicable) with proof of right to work | <input type="checkbox"/> |
| 2. Unique email address for each adviser | <input type="checkbox"/> |
| 3. Declaration statement for all owners and/or those running the organisation | <input type="checkbox"/> |
| 4. Client care letter | <input type="checkbox"/> |
| 5. Client closure letter | <input type="checkbox"/> |
| 6. Business plan | <input type="checkbox"/> |
| 7. Professional Indemnity Insurance quotation or certificate | <input type="checkbox"/> |
| 8. Fees scale | <input type="checkbox"/> |
| 9. Business Account/Client Account Details | <input type="checkbox"/> |
| 10. Complaints procedure | <input type="checkbox"/> |

Declaration

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

1. I have read the Commissioner's Code of Standards and agree to abide by them.
2. The registered organisation will identify and address the continuing professional development needs of its authorised advisers so as to maintain their fitness and competence in accordance with the Commissioner's Code of Standards.
3. That the Commissioner may undertake any necessary checks to establish the organisation's fitness, competence and compliance with the Commissioner's Code of Standards.
4. To notify the Commissioner of any changes to the organisation immediately and, where required in the Code of Standards, before the changes are implemented.
5. I will be available to supply the Commissioner with any requested amendments or additional information for the duration of my application process, including the completion of the OISC Competence Assessment and attendance at a pre-registration audit when required.

Compliance withall the Codes will be checked throughout the application process.

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

Print full name:

Position in organisation:

Date: