The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 2 of 12: Managing your licence

Contents

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Additional SMS manuals

There are 12 SMS user manuals available, plus a supplementary policy guide for completing a CAS. The guides are grouped into three categories: common, CAS and CoS. The table below describes the purpose and audience of each manual.

You should read all manuals applicable to your licence before contacting the relevant helpdesk.

Manual reference	Manual title	Type	Purpose	Audience
Manual 1	Introduction to SMS & managing user access	Common	Use this manual to log into SMS, change your password, manage SMS users and view important messages posted by the Home Office. In addition, this manual explains who should use SMS and for what purpose. The manual features a full introduction to SMS as well as a comprehensive troubleshooting section.	All sponsors
Manual 2	Managing your licence	Common	To help sponsors manage their key personnel, change their licence details, manage PAYE references, and apply for allocations of CoS/CAS.	All sponsors

Manual reference	Manual title	Type	Purpose	Audience
Manual 3	[Apply for Basic Compliance Assessment and manage Action plans](#)	Common	To help sponsors apply for Basic Compliance Assessment and manage action plans.	All sponsors
Manual 4	[Creating and assigning CAS](#)	CAS	To help sponsors create and assign individual and batches of CAS.	Sponsors licensed in the Student Route
Manual 4a	[Creating a CAS – guide for education sponsors](#)	CAS	This manual contains supplementary information on completing a CAS. Use this guide to determine what information is necessary in each field of the CAS.	Sponsors licensed in the Student Route
Manual 5	[Reporting student activity](#)	CAS	To help sponsors report student activity, for example if a student's circumstances change. This manual also contains help with reporting fee updates and adding sponsor notes to CAS that have already been assigned.	Sponsors licensed in the Student Route

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Manual reference	Manual title	Type	Purpose	Audience
Manual 6	[Miscellaneous CAS functions](#)	CAS	To help sponsors complete all other functions of CAS, such as managing batches of CAS, managing pre-stored addresses for use when creating CAS, transferring ownership of CAS, printing CAS and exporting CAS.	Sponsors licensed in the Student Route
Manual 7	[Bulk Data Transfer of CAS](#)	CAS	To help sponsors use the bulk data transfer (BDT) functions of SMS, including graduate notifications. You must have a bespoke IT system in place to use BDT.	Sponsors licensed in the Student Route
Manual 8	[Creating and assigning CoS](#)	CoS	To help sponsors create and assign individual and batches of CoS.	Sponsors licensed in any Worker or Temporary Worker route

Manual reference	Manual title	Type	Purpose	Audience
Manual 9	[Reporting worker activity](#)	CoS	To help sponsors report worker activity, for example if a worker's circumstances change. This manual also contains help with adding sponsor notes to CoS that have already been assigned.	Sponsors licensed in any Worker or Temporary Worker route
Manual 10	[Miscellaneous CoS functions](#)	CoS	To help sponsors complete all other functions of CoS, such as managing batches of CoS, managing pre-stored addresses for use when creating CoS, transferring ownership of CoS, and printing CoS.	Sponsors licensed in any Worker or Temporary Worker route
Manual 11	[Temporary Work – Creative Worker Group of CoS](#)	CoS	To help sponsors create and manage groups of CoS. Groups of CoS are only available to sponsors licensed in Temporary Work - Creative Worker	Sponsors licensed in the Temporary Work - Creative Work Route
Manual 12	[Defined CoS](#)	CoS	To help sponsors apply for defined CoS, track applications for defined CoS and once granted, create defined CoS.	Sponsors licensed in Skilled Worker

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Glossary

Term	Meaning
SMS	Sponsorship Management System
CoS	Certificate of Sponsorship
CAS	Confirmation of Acceptance for Studies
AO	Authorising Officer
KC	Key Contact
BDT	Bulk Data Transfer
SELT	Secure English Language Test
.XML	Extensible Mark-up Language
.PDF	Portable Document Format
Automation	On 6 April 2014 we introduced new functionality in SMS to automatically renew CoS allocations and to apply changes to your address, or that of your AO and KC. We will write to you if you meet the criteria and automation has been set.

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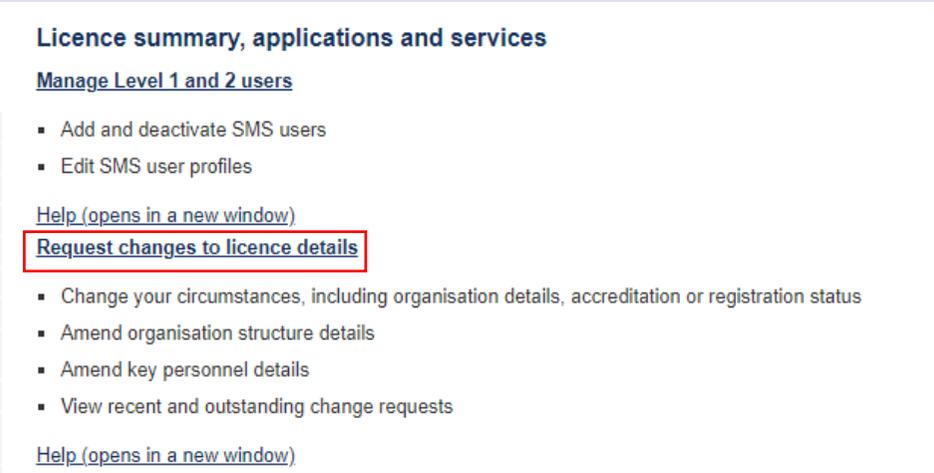
SMS guides

Guide 1: How to replace your AO or KC

Follow the step by step instructions to replace your AO or KC.

Sponsors registered in the GBM UK Expansion Worker route do not have access to these functions if the licence is rated as 'provisional'. Provisional-rated sponsors should use the function detailed in Guide 4 of this manual to notify us of changes to key personnel.

You must only use the function to replace an AO or KC if the AO or KC role is to be assumed by a different person. If you want to amend your current AO or KC details you must use the **Amend your current Authorising Officer's details** or **Amend your current Key Contact's details** function.

You should read the [Sponsorship policy guidance](#) before replacing your AO or KC.

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Step	Instruction	Screen example
1	From the **Licence summary, applications and services** screen, select **Request changes to licence details**.	**Licence summary, applications and services** **Manage Level 1 and 2 users** • Add and deactivate SMS users • Edit SMS user profiles Help (opens in a new window) **Request changes to licence details** • Change your circumstances, including organisation details, accreditation or registration status • Amend organisation structure details • Amend key personnel details • View recent and outstanding change requests Help (opens in a new window)

Step	Instruction	Screen example
2	From the **Request changes to licence details** screen, select **Replace your Authorising Officer** or **Replace your Key Contact**.	

Note	If your new AO will also be your KC, you will only need to complete one request. If this is the case, you can use either the **Replace your Authorising Officer** or **Replace your Key Contact** function.

| **3** | From the **Replace your Authorising Officer** or **Nominate a new Key Contact** screen (depending on the function selected) complete all mandatory fields, then select **Next**. | ![UK Visas & Immigration — Replace your Authorising Officer screen]

UK Visas & Immigration

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Replace your Authorising Officer

Mandatory fields are marked with an asterisk (*) and must be completed before you choose **Next** to continue.

Please ensure that the 'Email' address provided allows emails from the domain '@homeoffice.gsi.gov.uk'.

In addition, the 'Address' to be provided is the employment address, **not** the home address.

Tick here if the Authorising Officer is also going to be your Key Contact: ☐
Help (opens in a new window)

Personal details
Title: * Please select ▼
If 'Other', give details:
Given name(s): *

Other details
Immigration status:
Home Office reference number:
Expiry date of leave to enter or leave to remain: ▼ ▼ ▼
Passport number:

Cancel **Next** |

| **Note** | • If your AO is the same person as your KC, tick the box at the top of the screen. This will mean that you will not have to send separate requests to amend the details for each of these roles.

• The **Address** required is the work address, **not** the person's home address. |

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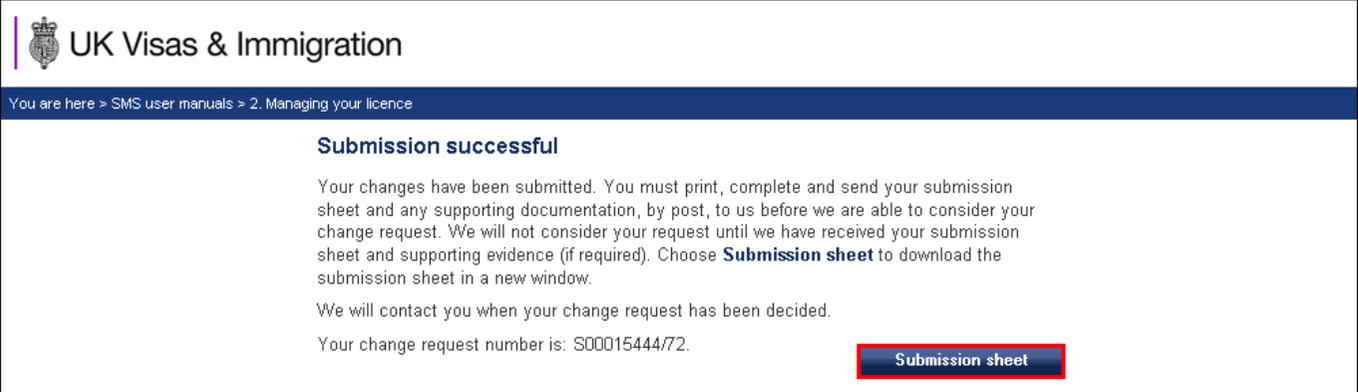| Step	Instruction	Screen example
4	From the **Request change of circumstances declaration** screen, complete the date, your name, your position in the organisation and tick the declaration box. When complete, select **Submit**.	
5	*Replacing KC:* From the **Submission successful** screen, make a note of your change request number, then select **Home** from the main menu to continue.	

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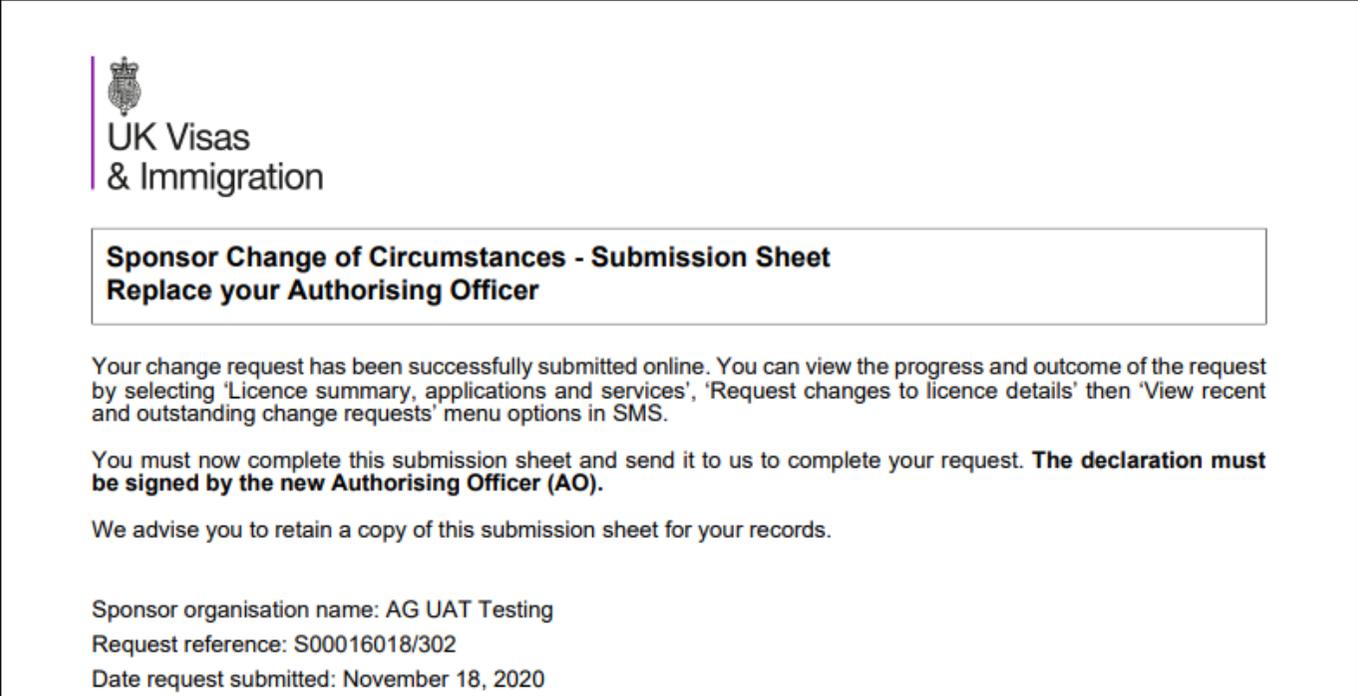**Document reference** Managing your licence **| Version number** 5.1 **| Published** June 2025 **| Manual** 2 of 12 **| Page** 12 of 57

Step	Instruction	Screen example
6	*Replacing AO:* From the **Submission successful** screen, select **Submission sheet**.	
7	*Replacing AO*: The submission sheet must be completed and sent together with all required supporting evidence to the stated email address.	

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Guide 2: How to amend details of your current AO or KC

Follow the step by step instructions to amend the details of your current AO or KC.

Sponsors registered in the GBM UK Expansion Worker route do not have access to these functions if the licence is rated as 'provisional'. Provisional-rated sponsors should use the function detailed in Guide 4 of this manual to notify us of changes to key personnel.

On 6 April 2014 we introduced new functionality in SMS to automatically apply changes to the address of your existing AO and KC. If you meet the criteria, changes will be applied immediately and the new details will be instantly visible on SMS.

You must only use these functions to amend the details of your current AO or KC. If you wish to replace your current AO or KC you must use the **Replace your Authorising Officer** or **Replace your Key Contact** function.

You should read the Sponsorship policy guidance before amending details of your AO or KC.

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Step	Instruction	Screen example
1	From the **Licence summary, applications and services** screen, select **Request changes to licence details**.	

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Step	Instruction	Screen example
2	From the **Request changes to licence details** screen, select **Amend your current Authorising Officer's details** or **Amend your current Key Contact's details**, as required.	UK Visas & Immigration You are here > SMS user manuals > 2. Managing your licence **Request changes to licence details** **Replace your Authorising Officer** ■ Replace your Authorising Officer Help (opens in a new window) Amend your current Authorising Officer's details Examples of changes include: ■ Change of personal details ■ Change of work address ■ Change of contact information Help (opens in a new window) **Replace your Key Contact** ■ Replace your Key Contact Help (opens in a new window) Amend your current Key Contact's details Examples of changes include: ■ Change of personal details ■ Change of work address ■ Change of contact information
Note	If your AO is also your KC, you will only need to complete one request. In this case, you can use either the **Amend your current Authorising officer's details** or **Amend your current Key Contact's details** function.	

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Step	Instruction	Screen example
3	From the **Amend your current Authorising Officer's details** screen, only complete the fields where details have changed. When complete, select **Next**. For example, if the telephone number has changed, only complete that field. If any part of the address has changed, you will need to complete all the address fields including city or town, county and postcode.	

Note

- If your AO is the same person as your KC, tick the box at the top of the screen, as indicated above. This means that you will not have to send separate requests to amend the details for each of these roles. Furthermore, the **Address** required is the work address, **not** the person's home address.

- As a security measure, you will not be allowed to change the family name and date of birth in the same request, as this indicates a different person is assuming the role. If you wish to do this, you should use the **Replace Authorising Officer** or **Replace Key Contact** function.

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Step	Instruction	Screen example
4	From the **Request change of circumstances declaration** screen, complete the date, your name, your position in the organisation and tick the declaration box. When complete, select **Submit**.	**UK Visas & Immigration** You are here > SMS user manuals > 2. Managing your licence **Request change of circumstance declaration** All fields are mandatory and must be completed before you can choose **Continue** to submit your request. You will not be able to make any changes to your request once you have submitted it and your application is not complete until you have paid. You (the Level 1 user) must have the authority of the Authorising Officer to submit this application, and the `Name' and `Position within the organisation' entered below should be yours (the Level 1 user). If you do not wish to continue, choose **Back** to return to the previous screen or **Cancel** to return to the main menu. **Declaration** I hereby declare that the information given is, to the best of my knowledge and belief, true and correct: Date (dd/mm/yyyy): Name: Position within the organisation: Cancel Submit
5	The **Submission successful** screen will now be displayed. Select **Home** from the main menu to continue.	**UK Visas & Immigration** You are here > SMS user manuals > 2. Managing your licence **Submission successful** Your changes have been submitted. You should check the 'View recent and outstanding change requests' screen to determine if the change has been applied automatically. If it has been applied, the status 'Accepted' will be displayed. If the status is 'Pending', the change will not be applied until we have considered the request. We will contact you if we need further information. Choose **Home** from the main menu to continue. Your change request number is: S00015444/77.
Note	To determine if the change has been applied instantly, you should check the **View recent and outstanding change requests** screen. If the request has been automatically applied, the status 'Accepted' will be displayed. If the status is 'Pending' the change has not been applied automatically.	
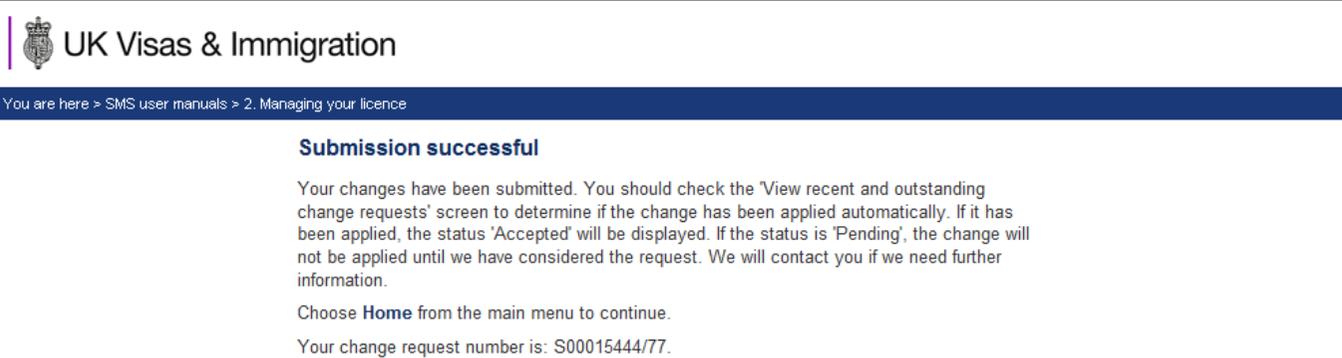
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Guide 3: How to amend your details

Follow the step by step instructions to amend your details.

On 6 April 2014 we introduced new functionality in SMS to automatically apply changes to the address of your organisation. If you meet the criteria, changes will be applied immediately and the new details will be instantly visible on SMS.

This function can be used to notify us of changes to your details, such as changes to your address and/or organisation name.

You should read the Sponsorship policy guidance before amending your licence details.

Step	Instruction	Screen example
1	From the **Licence summary, applications and services** screen, select **Request changes to licence details**.	

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| 2 | From the **Request changes to licence details** screen, select **Amend your organisation details**. | |

Step	Instruction	Screen example
3	From the **Amend your organisation details** screen, select the relevant reason from the **Reason for change** drop-down and provide details of the change in the text box. Your current organisation details, which appear on your sponsor licence, are pre-populated on this screen. Make the necessary changes to your organisation details, then select **Next**.	
Note	The change will only be automatically applied if we have already written to you to confirm this and you choose an acceptable reason from the **Reason for change** drop-down menu. Acceptable reasons are as follows: • Rebranding • Office or branch closed • Downsized business premises • Expanded business premises • Lease expired • Royal Mail postcode changes • Moved to new premises	

Step	Instruction	Screen example
4	From the **Request change of circumstances declaration** screen, complete the date, your name, your position in the organisation and tick the declaration box. When complete, select **Submit**.	**UK Visas & Immigration** You are here > SMS user manuals > 2. Managing your licence **Request change of circumstance declaration** All fields are mandatory and must be completed before you can choose **Continue** to submit your request. You will not be able to make any changes to your request once you have submitted it and your application is not complete until you have paid. You (the Level 1 user) must have the authority of the Authorising Officer to submit this application, and the `Name' and `Position within the organisation' entered below should be yours (the Level 1 user). If you do not wish to continue, choose **Back** to return to the previous screen or **Cancel** to return to the main menu. **Declaration** I hereby declare that the information given is, to the best of my knowledge and belief, true and correct: * ☐ Date (dd/mm/yyyy): * Name: * Position within the organisation: * Cancel **Submit**
5	The changes have been submitted and if applied automatically, can be viewed on the **Licence summary** screen. **IMPORTANT:** In all circumstances the submission sheet must be submitted to us for review. Select **Submission sheet**.	**UK Visas & Immigration** You are here > SMS user manuals > 2. Managing your licence **Submission successful** Your changes have been submitted. You must print, complete and send your submission sheet and any supporting documentation, by post, to us before we are able to consider your change request. We will not consider your request until we have received your submission sheet and supporting evidence (if required). Choose **Submission sheet** to download the submission sheet in a new window. We will contact you when your change request has been decided. Your change request number is: S00015444/78. **Submission sheet**
Note	1. Changes to telephone number, email, web address are applied automatically for every sponsor. 2. If you are set to receive automated changes to your address and an appropriate reason for the change was selected, changes to the address are also applied automatically, but we will also review the changes and you must send us a completed submission sheet with any required evidence.	

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Step	Instruction	Screen example
6	The submission sheet must be completed and sent together with all required supporting evidence to the stated email address.	**UK Visas & Immigration** **Sponsor Change of Circumstances - Submission Sheet** **Replace your Authorising Officer** Your change request has been successfully submitted online. You can view the progress and outcome of the request by selecting 'Licence summary, applications and services', 'Request changes to licence details' then 'View recent and outstanding change requests' menu options in SMS. You must now complete this submission sheet and send it to us to complete your request. **The declaration must be signed by the new Authorising Officer (AO).** We advise you to retain a copy of this submission sheet for your records. Sponsor organisation name: AG UAT Testing Request reference: S00016018/302 Date request submitted: November 18, 2020

Guide 4: How to request other changes to your details

Follow the step by step instructions to request others changes (not listed in the guide above) to your details.

You should use this function to surrender your whole licence or in specific routes. You can also use this function for other changes to your licence including:

- changes which result in you coming under new ownership;
- appointing, removing or amending a representative;
  - Multiple representatives can be added to a licence, however the SMS will only display the first appointed representative on the Licence summary page. The details of additionally appointed representatives will be held internally.
- adding or removing a branch, site, linked entity, partner intuition, or contract.
- changes to registration status or body;
- changes to inspection status or body, sporting body endorsement renewal;
- changes to key personnel if you are registered in the GBM UK Expansion Worker route with a licence rated 'provisional';
- notify us that your AO is in the UK (GBM UK Expansion Worker only); or,
- any other change not listed above.

This function must only be used to request changes that cannot be notified using the **Amend your licence details**, **Amend your current Authorising Officer**, **Amend you current Key Contact**, **Replace your Key Contact** and **Replace your Authorising Officer** functions.

You should read the [Sponsorship policy guidance](#) before surrendering your licence or requesting other changes to your details.

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Step	Instruction	Screen example
1	From the **Licence summary, applications and services** screen, select **Request changes to licence details**.	
2	From the **Request changes to licence details** screen, select **Request any other change to your licence details**.	

Step	Instruction	Screen example
3	From the **Request change of circumstances** screen, select the appropriate reason for change from the **Select reason for change** drop-down list. In the **Change details (2000 character limit)** field, provide full details of the request, then select **Next**.	**UK Visas & Immigration** You are here > SMS user manuals > 2. Managing your licence **Request change of circumstances** You can only select one reason for change from the dropdown list below. If you want to request more than one change from the list, select the main reason but give full details of all the changes in the box below. Both fields are mandatory and must be completed before you can choose **Next** to continue. **Details of change** Select reason for change: * Please select Change details (2000 character limit): * Cancel Next
Note	You must only notify us of one change per change request. If you want to report multiple changes, you must submit a separate request for each change.	

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Step	Instruction	Screen example
4	From the **Request change of circumstance declaration** screen, complete the date, your name, your position in the organisation and tick the declaration box. When complete, select **Submit**.	**UK Visas & Immigration** You are here > SMS user manuals > 2. Managing your licence **Request change of circumstance declaration** All fields are mandatory and must be completed before you can choose **Continue** to submit your request. You will not be able to make any changes to your request once you have submitted it and your application is not complete until you have paid. You (the Level 1 user) must have the authority of the Authorising Officer to submit this application, and the `Name' and `Position within the organisation' entered below should be yours (the Level 1 user). If you do not wish to continue, choose **Back** to return to the previous screen or **Cancel** to return to the main menu. **Declaration** I hereby declare that the information given is, to the best of my knowledge and belief, true and correct: * ☐ Date (dd/mm/yyyy): * Name: * Position within the organisation: * Cancel Submit
5	The **Submission successful** screen, select **Submission sheet**.	**UK Visas & Immigration** You are here > SMS user manuals > 2. Managing your licence **Submission successful** Your changes have been submitted. You must print, complete and send your submission sheet and any supporting documentation, by post, to us before we are able to consider your change request. We will not consider your request until we have received your submission sheet and supporting evidence (if required). Choose **Submission sheet** to download the submission sheet in a new window. We will contact you when your change request has been decided. Your change request number is: S00015444/79. Submission sheet

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Step	Instruction	Screen example
6	The submission sheet must be completed and sent together with all required supporting evidence to the stated email address.	**UK Visas & Immigration** **Sponsor Change of Circumstances – Submission Sheet** **Other changes to your sponsor details** Your change request has been successfully submitted online. We advise you to retain a copy of this submission sheet for your records. You can view the progress and outcome of the request by selecting the 'Licence summary, applications and services', 'Request changes to sponsor details' then 'View recent and outstanding change requests' menu options in SMS. You must now complete this submission sheet and send it to us to complete your request. **Where a new representative is being appointed or you are notifying us of your intention to surrender part or the whole of your licence, this submission sheet <u>must</u> be signed by the current Authorising Officer.** Sponsor organisation name: AG UAT Testing Application reference: S00016018/300 Date request submitted: November 18, 2020 Type of change: Merger **Supporting evidence**

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Guide 5: How to view and withdraw recent and outstanding requests

Follow the step by step instructions to view and withdraw a change of circumstances request.

Change requests can only be submitted, viewed and withdrawn by Level 1 users. Any Level 1 user can view and withdraw a request submitted by any other Level 1 user.

The withdraw option is only available up to the point at which we start considering your change request. Once we have started considering your request, this option is no longer available. Also, the withdraw function does not apply to changes that take effect automatically. If these changes are no longer necessary, a new application for change must be submitted to reverse the original change.

Change of circumstances requests that can be withdrawn (subject to the above conditions) are:

- replace your AO;
- amend your current AO's details;
- replace your KC;
- amend your current KC's details;
- amend your organisation details; and
- request any other change to your licence details.

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Step	Instruction	Screen example
1	From the **Licence summary, applications and services** screen, select **Request changes to licence details**.	

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Step	Instruction	Screen example
2	From the **Request changes to licence details** screen, select **View recent and outstanding change requests**.	

Note	The **View recent and outstanding change requests** menu item is not visible if you have not submitted any requests for changes of circumstances in the last three months.

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Step	Instruction	Screen example
3	The **Recent and outstanding change requests** screen shows requests submitted within the last three months (up to a maximum of 50 items). Definitions of the different statuses that can apply are given below. If you wish to withdraw a change of circumstances request that you have submitted recently, choose **Withdraw**.	UK Visas & Immigration You are here > SMS user manuals > 2. Managing your licence **Recent and outstanding change requests** The table below shows any outstanding and completed change of circumstances requests submitted in the last 90 days. Requests with a status of 'Pending' can be withdrawn, to do so, choose **Withdraw**. Approved requests will display a status of 'Accepted'. Choose **Back** to return to the previous screen. **Change of circumstances requests** Date submitted / Status / Type / Initiating user / Withdrawing user / Action 07/03/2014 / Pending / Replace Key Contact / Jackson Lisa / / Withdraw 07/03/2014 / Pending / Amend Organisation Details / Jackson Lisa / / Withdraw 07/03/2014 / Withdrawn / Amend Authorising Officer / Jackson Lisa / Jackson Lisa / Back

Note

Definitions:

- **Pending**: the request has been submitted to us but consideration has not yet begun; this request therefore can be withdrawn.
- **Progress**: we have begun to consider your change request; this request therefore cannot be withdrawn.
- **Accepted**: this request has been considered and approved by us, or applied automatically; amended details will be displayed in the **Licence summary** screen (where applicable).
- **Refused**: this request has been considered but refused, for example where a signed submission sheet has not been received as required.
- **Withdrawn**: you have withdrawn the change request before we have begun consideration.

Step	Instruction	Screen example

Step	Instruction
4	From the **Withdraw change of circumstances request confirmation** screen, choose **Withdraw** to complete the process. If you do not wish to withdraw the request, select **Cancel**.

Screen example (Step 4):

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Withdraw change of circumstances request confirmation

The details of the request you want to withdraw are shown below.

If you want to withdraw the request choose **Withdraw**, otherwise choose **Cancel** to return to the previous screen.

Withdraw change of circumstances request

Date submitted:	28/02/2014
Type:	Other
Initiating user:	Martlet Tony

Cancel   Withdraw

Step	Instruction
5	From the **Recent and outstanding change requests** screen, you can see that the request has been withdrawn and the *Withdrawing user* is displayed.

Screen example (Step 5):

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Recent and outstanding change requests

The table below shows any outstanding and completed change of circumstances requests submitted in the last 90 days.

Requests with a status of 'Pending' can be withdrawn, to do so, choose **Withdraw**. Approved requests will display a status of 'Accepted'.

Choose **Back** to return to the previous screen.

Change of circumstances requests

Date submitted	Status	Type	Initiating user	Withdrawing user	Action
07/03/2014	Withdrawn	Replace Key Contact	Jackson Lisa	Jackson Lisa	
07/03/2014	Pending	Amend Organisation Details	Jackson Lisa		Withdraw
07/03/2014	Withdrawn	Amend Authorising Officer	Jackson Lisa	Jackson Lisa	

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Guide 6: How to view your licence summary

Follow the step by step instructions to view the **Licence summary** which displays your CoS/CAS allocation, key licence dates and licence details. The **Licence summary** screen can only be viewed by a Level 1 user.

You should read the [Sponsorship policy guidance](#) before viewing your licence details and CAS/CoS allocation.

Step	Instruction	Screen example
5	From the **Licence summary, applications and services** screen, select **Licence summary**.	

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Step	Instruction	Screen example

6

The **Licence summary** is displayed.

Organisation name: this is your name, as it appears on the published register of licensed sponsors.

Organisation address: this is your address and phone number.

Head Office or registered / trading name (if applicable): this is your Head Office's name, if different from the organisation name.

Head Office or registered / trading address (if applicable): this is your Head Office's address and phone number, if different from the organisation address.

If any of these details are incorrect, you must submit a request to change it using the **Amend your organisation details** function.

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Licence summary

View your licence summary details below. If any details are incorrect, please use the relevant function from the **Licence summary, applications and services** menu to make changes. Choose **OK** to return to the previous menu, or use the menu on the left.

Organisation name
Name: R500

Organisation address
Address: 166 Hillside

City or town: Brighton
County, area district or province:
Postcode: BN3 1EE
Telephone: 4903899834

Head office or registered / trading name
Name: R500

Head office or registered / trading address
Address: 9 Blaker Road

City or town: Brighton
County, area district or province:
Postcode: BN5 1EE
Country: UNITED KINGDOM
Telephone: 4903899834

Step	Instruction	Screen example

Sponsor licence number: this is your unique licence number, which cannot be amended. You should quote this number every time you communicate with us.

No. of employees: this is the number of employees that you have told us are currently working in your organisation, as stated in your original licence application, unless changed by you.

Business sector: this is the sector in which you operate.

6 (cont)   If the **business sector** or **size or your organisation** is incorrect, you should submit a request using the **Request any other change to your sponsor details** function.

Authorising officer: these are the details of your nominated AO. If any of these details are incorrect, you must submit a request using the **Amend your current Authorising Officer's details** function. If your Authorising officer has left, or you wish to appoint a new Authorising officer, you should use the **Replace your Authorising Officer details** function.

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Additional information about the organisation

Sponsor licence number:	WVR07YK97
No. of employees:	34
Business sector:	Agriculture, Forestry and Fishing

Authorising officer

Title:	Ms
Given name:	Terry
Family name:	Towner
Email:	sponsor@gov.uk
Position within the organisation:	Manager
Representative:	N

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Step	Instruction	Screen example
6 (cont)	**Key contact**: these are the details of your nominated KC. If any of these details are incorrect, you must submit a request using the **Amend your current Key Contact details** function. If your KC has left or you wish to appoint a new KC, you should use the **Replace your Key Contact** function. **Representative**: If you have appointed a representative, their details will be displayed here. If any of these details are incorrect, or you wish to remove or appoint a new representative, you should submit a request using the **Request any other change to your licence details** function. If you have appointed more than one representative, you will only be able to view the first representative you appointed on this screen. **Licence key dates**: displayed here are your licence start and end dates, as well as your licence renewal period opening date; take note of this date, as it is the date from which you can first apply to renew your licence. The licence end date is the last date on which you can apply to renew your licence before it expires.	

UK Visas & Immigration

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Key contact

Title:	Mrs
Given name:	Terry
Family name:	Towner
Email:	sponsor@gov.uk
Position within the organisation:	Manager
Representative:	N

Representative

Organisation name:	Helpful Hands Solicitors
Address:	26 West End Lane
City or town:	London
County, area district or province:	
Postcode:	S3 8NU
Telephone:	0207 207 2077
Email:	Solicitors@office.uk
Representative's OISC registration number or details of exemption:	Exempt from OISC regulation

Licence key dates

Licence start date	03 February 2014
Licence end date	02 February 2018
Licence renewal opening date	05 November 2017

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Step	Instruction	Screen example
6 (cont)	**Key contact**: these are the details of your nominated KC. If any of these details are incorrect, you must submit a request using the **Amend your current Key Contact details** function. If your KC has left or you wish to appoint a new KC, you should use the **Replace your Key Contact** function. **Representative**: If you have appointed a representative, their details will be displayed here. If any of these details are incorrect, or you wish to remove or appoint a new representative, you should submit a request using the **Request any other change to your licence details** function. If you have appointed more than one representative, you will only be able to view the first representative you appointed on this screen. **Licence key dates**: displayed here are your licence start and end dates, as well as your licence renewal period opening date; take note of this date, as it is the date from which you can first apply to renew your licence. The licence end date is the last date on which you can apply to renew your licence before it expires.	UK Visas & Immigration You are here > SMS user manuals > 2. Managing your licence **Key contact** Title: Mrs Given name: Terry Family name: Towner Email: sponsor@gov.uk Position within the organisation: Manager Representative: N **Representative** Organisation name: Helpful Hands Solicitors Address: 26 West End Lane City or town: London County, area district or province: Postcode: S3 8NU Telephone: 0207 207 2077 Email: Solicitors@office.uk Representative's OISC registration number or details of exemption: Exempt from OISC regulation **Licence key dates** Licence start date 03 February 2014 Licence end date 02 February 2018 Licence renewal opening date 05 November 2017

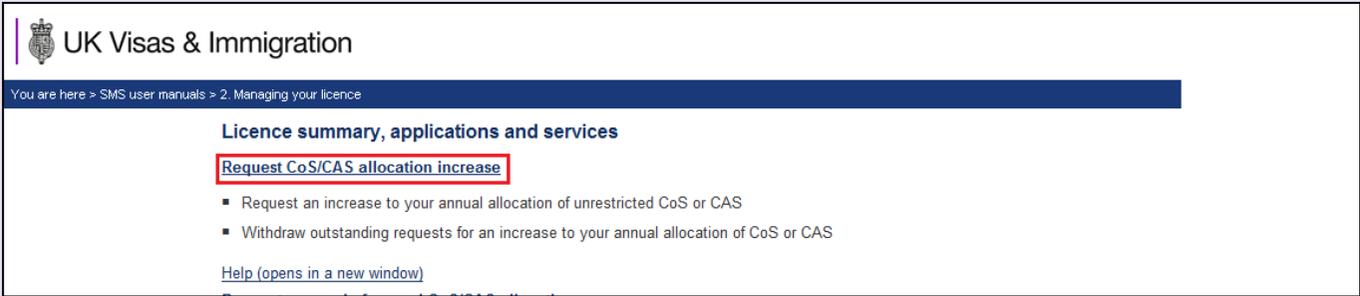| Step	Instruction	Screen example
6 (cont)	**Key contact**: these are the details of your nominated KC. If any of these details are incorrect, you must submit a request using the **Amend your current Key Contact details** function. If your KC has left or you wish to appoint a new KC, you should use the **Replace your Key Contact** function. **Representative**: If you have appointed a representative, their details will be displayed here. If any of these details are incorrect, or you wish to remove or appoint a new representative, you should submit a request using the **Request any other change to your licence details** function. If you have appointed more than one representative, you will only be able to view the first representative you appointed on this screen. **Licence key dates**: displayed here are your licence start and end dates, as well as your licence renewal period opening date; take note of this date, as it is the date from which you can first apply to renew your licence. The licence end date is the last date on which you can apply to renew your licence before it expires.	UK Visas & Immigration You are here > SMS user manuals > 2. Managing your licence **Key contact** Title: Mrs Given name: Terry Family name: Towner Email: sponsor@gov.uk Position within the organisation: Manager Representative: N **Representative** Organisation name: Helpful Hands Solicitors Address: 26 West End Lane City or town: London County, area district or province: Postcode: S3 8NU Telephone: 0207 207 2077 Email: Solicitors@office.uk Representative's OISC registration number or details of exemption: Exempt from OISC regulation **Licence key dates** Licence start date 03 February 2014 Licence end date 02 February 2018 Licence renewal opening date 05 November 2017

Step	Instruction	Screen example
6 (cont)	**Key contact**: these are the details of your nominated KC. If any of these details are incorrect, you must submit a request using the **Amend your current Key Contact details** function. If your KC has left or you wish to appoint a new KC, you should use the **Replace your Key Contact** function. **Representative**: If you have appointed a representative, their details will be displayed here. If any of these details are incorrect, or you wish to remove or appoint a new representative, you should submit a request using the **Request any other change to your licence details** function. If you have appointed more than one representative, you will only be able to view the first representative you appointed on this screen. **Licence key dates**: displayed here are your licence start and end dates, as well as your licence renewal period opening date; take note of this date, as it is the date from which you can first apply to renew your licence. The licence end date is the last date on which you can apply to renew your licence before it expires.	UK Visas & Immigration — You are here > SMS user manuals > 2. Managing your licence. **Key contact** — Title: Mrs; Given name: Terry; Family name: Towner; Email: sponsor@gov.uk; Position within the organisation: Manager; Representative: N. **Representative** — Organisation name: Helpful Hands Solicitors; Address: 26 West End Lane; City or town: London; County, area district or province:; Postcode: S3 8NU; Telephone: 0207 207 2077; Email: Solicitors@office.uk; Representative's OISC registration number or details of exemption: Exempt from OISC regulation. **Licence key dates** — Licence start date 03 February 2014; Licence end date 02 February 2018; Licence renewal opening date 05 November 2017

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Step	Instruction	Screen example
6 (cont)	**Basic Compliance Assessment key dates**: displayed here are your Student Sponsor status start and end dates, as well as your Student Sponsor status renewal opening date; take note of this date as it is the date from which you can first apply to renew your Student Sponsor status. The Student Sponsor status end date is the last date on which you can apply to renew your status before it expires.	**Basic Compliance Assessment key dates** Student Sponsor status start date — 05 November 2019 Student Sponsor status end date — 11 March 2021 Basic Compliance Assessment renewal opening date — 09 February 2021 **Student Sponsor Premium customer service key dates** Service level — Student Sponsor Premium Student Sponsor Premium customer service start date — 18 November 2020 Student Sponsor Premium service end date — 17 November 2021 Student Sponsor Premium customer service renewal opening date — 18 September 2021
Note	• The remainder of the page shows your allocations by route. Under each route you can see your limit of CAS/CoS, how many you have assigned since the allocation year began, how many CAS/CoS you have left to assign for the allocation year, the expiry date of the allocation year and your rating for each route. • Unless automated, you can apply to renew your annual allocation of CAS/CoS up to three months before the allocation expiry date, or after that date. See *Guides 7 & 8* below for instruction on how to apply for annual allocations and in-year allocations.	

Guide 7: How to request and withdraw a request for a CoS/CAS allocation increase

Follow the step by step instructions to request an increase in your allocation of CoS and/or CAS during an allocation year, and to withdraw a request. This action can performed at any point during the allocation year.

You should read the [Sponsorship policy guidance](#) before requesting additional CoS and CAS or withdrawing a request.

Step	Instruction	Screen example
1	From the **Licence summary, applications and services** screen, select **Request CoS/CAS allocation increase**.	

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Step	Instruction	Screen example
2	From the **Request additional CoS or CAS** screen, select **Add a request** next to the route in which you wish to increase the allocation.	**Request additional CoS or CAS** The table below displays your current and outstanding requests for additional CoS or CAS. If you do not have any current allocations for which additional CoS or CAS can be requested, nothing will be displayed. Choose: ▪ **Add** to add a new request for the relevant route; ▪ **Edit** to edit a request that has been saved but not yet submitted; ▪ **Withdraw** to withdraw a request that has been previously submitted and is still outstanding; or ▪ **Cancel** if you do not want to continue. When you have added your request(s) for additional CoS or CAS, choose **Submit**. Any additional CoS/CAS requested and granted will expire on the same date as your current annual allocation in that route. Help (opens in a new window)

Below the instruction, the screen example continues with a table:

	Route	Allocation limit	Allocation used	Allocation remaining	Date requested	Increase requested
Add a request	Tier 5 (Temporary worker - Creative and Sporting)	100	0	100		
Add a request	Intra-company Routes	100	0	100		
Add a request	Student	100	0	100		
Add a request	Skilled Worker	35	0	35		

Cancel Submit

Note

- If you are unable to add a request, your current allocation could have expired and you may need to renew it. Select **Cancel**, then from **Licence summary, applications and services** menu, select **Request renewal of annual CoS/CAS allocations**.

- You can request increases to more than one of your allocations on the same request. This function can be used as many times as required during the allocation year.

Step	Instruction	Screen example
3	From the **Request additional CoS or CAS** screen, enter the number of CoS or CAS you require and provide full reasons for this request. Once you have completed all details, select **Save**. The reasons for the request **must** be explained in full.	**Request annual allocation renewal** Enter the number of CoS or CAS you require for your next annual allocation period, along with a reason for the number requested and choose **Save**. This will return you to the previous screen, where you can submit your request(s) or add another request. If you wish to renew an allocation within the Student Route, please provide details of your projected student intake for the CAS year ahead, including details of your recruitment strategy. If you wish to renew an allocation in a Worker or Temporary Worker Route, please provide as much relevant detail as possible with your request, including why skilled migrants are required, the job roles, SoC codes and salaries and details of any migrants you have identified for the jobs. To return to the previous screen without adding a request for this route, choose **Cancel**. **Skilled Worker** Number requested: `5` Give reasons (2000 character limit): [Cancel] [Save]
4	You are returned to the **Request additional CoS or CAS** screen. If required, repeat the above process to request an increase in another route. If you need to amend the number of certificates requested or the reasons you gave, select **Edit** next to the request you wish to amend. If you have no further changes, select **Submit** to confirm your request(s).	**Request additional CoS or CAS** The table below displays your current and outstanding requests for additional CoS or CAS. If you do not have any current allocations for which additional CoS or CAS can be requested, nothing will be displayed. Choose: ▪ **Add** to add a new request for the relevant route; ▪ **Edit** to edit a request that has been saved but not yet submitted; ▪ **Withdraw** to withdraw a request that has been previously submitted and is still outstanding; or ▪ **Cancel** if you do not want to continue. When you have added your request(s) for additional CoS or CAS, choose **Submit**. Any additional CoS/CAS requested and granted will expire on the same date as your current annual allocation in that route. Help (opens in a new window) *(see table below)*

	Route	Allocation limit	Allocation used	Allocation remaining	Date requested	Increase requested
Add a request	Tier 5 (Temporary worker - Creative and Sporting)	100	0	100		
Edit	Intra-company Routes	100	0	100		100
Add a request	Student	100	0	100		
Add a request	Skilled Worker	35	0	35		

[Cancel] [Submit]

Note	You can only edit a request before it has been submitted. If your request has been submitted, you can only withdraw the request, not edit it.

Step	Instruction	Screen example
5	Your request(s) has been submitted. Select **OK** to return to the **Request additional CoS or CAS** screen.	**UK Visas & Immigration** You are here > SMS user manuals > 2. Managing your licence **Request for additional CoS or CAS submitted** Your request for additional CoS or CAS has been submitted. Choose OK to continue. [OK]
6	*Withdraw:* If you wish to withdraw a request, select **Withdraw** next to the applicable request. You can only withdraw a request when the request has been submitted and is still outstanding. The withdrawal will not be completed until you confirm the action.	**Request additional CoS or CAS** The table below displays your current and outstanding requests for additional CoS or CAS. If you do not have any current allocations for which additional CoS or CAS can be requested, nothing will be displayed. Choose: • **Add** to add a new request for the relevant route; • **Edit** to edit a request that has been saved but not yet submitted; • **Withdraw** to withdraw a request that has been previously submitted and is still outstanding; or • **Cancel** if you do not want to continue. When you have added your request(s) for additional CoS or CAS, choose **Submit**. Any additional CoS/CAS requested and granted will expire on the same date as your current annual allocation in that route. Help (opens in a new window) (table below)

Table within screen example:

	Route	Allocation limit	Allocation used	Allocation remaining	Date requested	Increase requested
Add a request	Tier 5 (Temporary worker - Creative and Sporting)	100	0	100		
Withdraw	Intra-company Routes	100	0	100	18/11/2020	100
Add a request	Student	100	0	100		
Add a request	Skilled Worker	35	0	35		

[Cancel] [Submit]

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From the **Withdraw request for additional CoS or CAS** screen, select **Confirm withdrawal**.

From the **Request additional CoS or CAS** screen you can now see that the request has been withdrawn and will not be considered.

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Withdraw request for additional CoS or CAS

To confirm that you want to withdraw your request for additional CoS or CAS choose **Confirm withdrawal**. If you do not want to withdraw the request choose **Cancel** to return to the previous screen.

Tier 2 (General)	
Date requested:	28/02/2014
Number requested:	10
Give reasons	Business expansion.

Cancel   Confirm withdrawal

_____

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Guide 8: How to request a renewal of annual allocation

Follow the step by step instructions to request a renewal of your annual allocation of CoS or CAS.

On 6 April 2014 we introduced new functionality in SMS to automatically create an annual allocation of CoS based on the number of CoS you assigned in the preceding 12 months. We will write to you if you meet the criteria and automation has been granted.

If you are set to receive automated annual allocations, you will not be required to submit a renewal request. To determine if you are due to receive an automated annual allocation, see *Step 2* below.

You should read the Sponsorship policy guidance before requesting renewal of an annual allocation of CoS or CAS.

Step	Instruction	Screen example
1	From the **Licence summary, applications and services** screen, select **Request renewal of annual CoS/CAS allocations**.	

_____
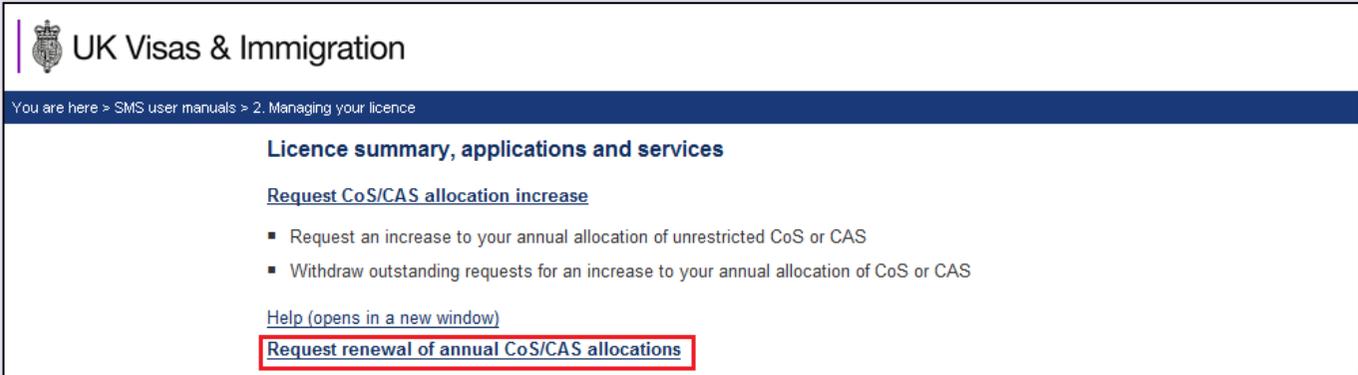
Step	Instruction	Screen example
2	From the **Request renewal of annual allocation** screen you will be able to see if allocations are due to be renewed automatically in the 'Outstanding annual allocation requests' grid. Three months prior to the expiry of your allocation, *Automatic renewal* will be displayed in the 'Number of CAS or CoS requested' column. The number you will receive will be equal to the number of CoS you assigned in the 12 month period before the new allocation is automatically created. The automated allocation will be available when the allocation year begins for that particular route (the day after the expiry date). If you have received an email from us reminding you to apply, you must submit a manual application by selecting **Add a request** next to the route in which you wish to request a renewal, as indicated.	**Request renewal of annual allocation** On this screen you can review outstanding requests for renewal of your annual allocations of CAS and/or CoS that you have submitted recently or that will be renewed automatically, and submit manual requests for renewal of allocations. Outstanding renewal requests that you have submitted and allocations that will be renewed automatically are displayed in the table below. For allocations that will be renewed automatically, 'Automatic renewal' is displayed in the **Number of CAS or CoS requested** column. The number of CoS that will be automatically allocated to you at the beginning of the next allocation year will be based on the number that you have assigned throughout the current allocation year. This means that your allocation will not be confirmed until the beginning of the new allocation year. The **Licence summary** screen displays the end dates of your current allocation years. If you do not have any outstanding requests and no automatic allocation renewals are due, nothing will be displayed. If you do not want to make any requests, use the navigation menu on the left side of the screen to exit. Help (opens in a new window) Outstanding annual allocation requests | Route	Number of CAS or CoS requested	Date submitted
		| The routes in which you can apply to renew your annual allocation are displayed below. If you do not have any routes in which a renewal is due, nothing will be displayed. Choose **Add a request** for each route in which you want to request a new annual allocation. Once you have completed your request, choose **Submit**. If you have created a request but do not want to submit it, choose **Cancel**. Request annual allocation renewal |	Route	Expiry date
Add a request	Tier 2 (Minister of Religion)	10/03/2018
Add a request	Tier 2 (Sportsperson)	10/03/2018
	Tier 5 (Temporary worker - Creative and Sporting)	10/03/2018	
Note	• You can apply to renew allocations up to three months before their expiry date, or within the renewal period for any other routes you are licensed in. • If you do not renew your allocation before its expiry date, the allocation will expire. You can apply to renew your allocation after it has expired but you will not be able to assign CAS/CoS until your request has been considered and granted by us.	

3

From the **Request annual allocation renewal** screen, enter the number of CoS or CAS you wish to request and the reason why they are required. When complete, select **Save**.

The reasons for the request must be explained in full.

Request annual allocation renewal

Enter the number of CoS or CAS you require for your next annual allocation period, along with a reason for the number requested and choose **Save**. This will return you to the previous screen, where you can submit your request(s) or add another request.

If you wish to renew an allocation within the Student Route, please provide details of your projected student intake for the CAS year ahead, including details of your recruitment strategy.

If you wish to renew an allocation in a Worker or Temporary Worker Route, please provide as much relevant detail as possible with your request, including why skilled migrants are required, the job roles, SoC codes and salaries and details of any migrants you have identified for the jobs.

To return to the previous screen without adding a request for this route, choose **Cancel**.

Tier 2 (Minister of Religion)

Number requested:

Give reasons (2000 character limit):

Cancel   Save

_____

Step	Instruction	Screen example

		Request renewal of annual allocation
		On this screen you can review outstanding requests for renewal of your annual allocations of CAS and/or CoS that you have submitted recently or that will be renewed automatically, and submit manual requests for renewal of allocations.
		Outstanding renewal requests that you have submitted and allocations that will be renewed automatically are displayed in the table below.
		For allocations that will be renewed automatically, 'Automatic renewal' is displayed in the **Number of CAS or CoS requested** column. The number of CoS that will be automatically allocated to you at the beginning of the next allocation year will be based on the number that you have assigned throughout the current allocation year. This means that your allocation will not be confirmed until the beginning of the new allocation year. The **Licence summary** screen displays the end dates of your current allocation years.
		If you do not have any outstanding requests and no automatic allocation renewals are due, nothing will be displayed. If you do not want to make any requests, use the navigation menu on the left side of the screen to exit.

4

You are returned to the **Request renewal of annual allocation** screen.

Repeat the above process to request to renew your allocation in another route.

If you need to amend the number of certificates requested or the reasons you gave, select **Edit** next to the request you wish to amend.

If you have no further changes, select **Submit** to send your requests.

Help (opens in a new window)

Outstanding annual allocation requests

Route	Number of CAS or CoS requested	Date submitted

The routes in which you can apply to renew your annual allocation are displayed below. If you do not have any routes in which a renewal is due, nothing will be displayed.

Choose **Add a request** for each route in which you want to request a new annual allocation. Once you have completed your request, choose **Submit**. If you have created a request but do not want to submit it, choose **Cancel**.
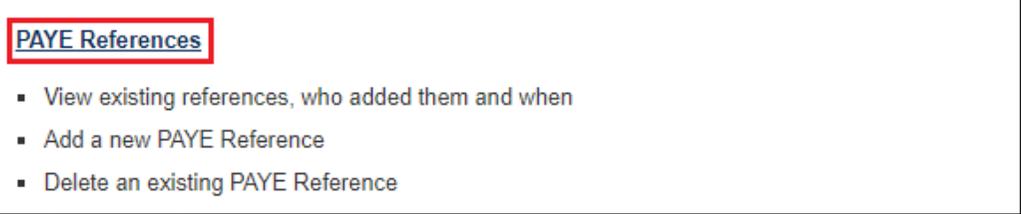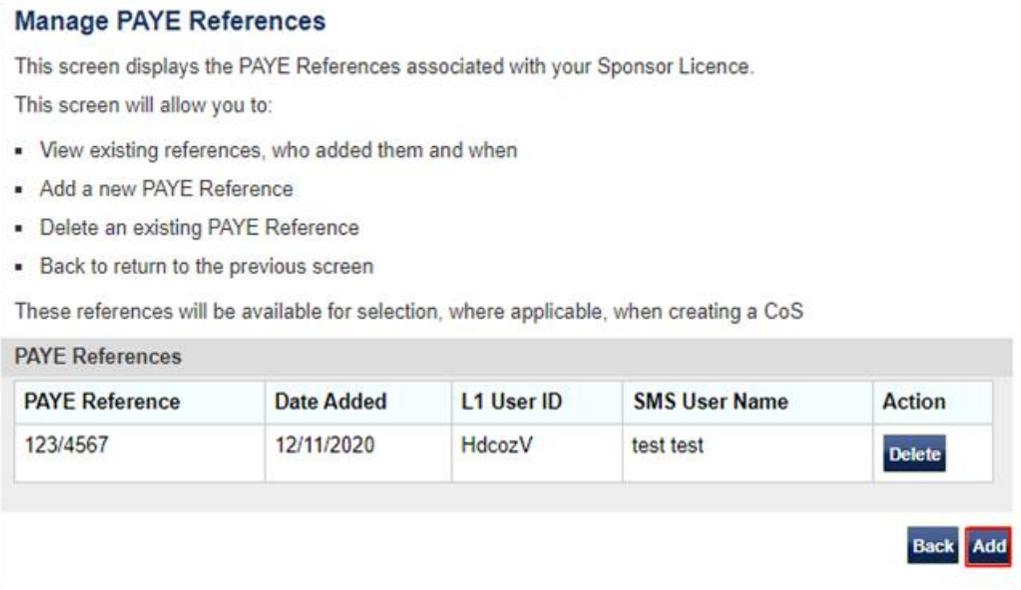
Request annual allocation renewal

	Route	Expiry date
Edit	Tier 2 (Minister of Religion)	10/03/2018
Add a request	Tier 2 (Sportsperson)	10/03/2018
Add a request	Tier 5 (Temporary worker - Creative and Sporting)	10/03/2018
Add a request	Tier 5 (Temporary worker - International Agreement)	10/03/2018
Add a request	Tier 5 (Temporary worker - Religious workers)	10/03/2018
Add a request	Tier 5 (Temporary worker - Government Authorised Exchange)	10/03/2018
Add a request	Intra-company Routes	05/04/2017
Add a request	Child Student	10/03/2018
Add a request	Student	10/03/2018
Add a request	Skilled Worker	24/12/2020

Cancel   Submit

Step	Instruction	Screen example
	Your request has been submitted.	
5	Select **OK** to return to the **Request renewal of annual allocation** screen.	UK Visas & Immigration You are here > SMS user manuals > 2. Managing your licence **Requests submitted** Your request for renewal of annual allocations has been submitted for consideration. Choose OK to continue to the **Request renewal of annual allocation** screen. OK
6	From the **Request renewal of annual allocation** screen you can see that the request has been submitted from the 'Outstanding annual allocation requests' grid.	**Request renewal of annual allocation** On this screen you can review outstanding requests for renewal of your annual allocations of CAS and/or CoS that you have submitted recently or that will be renewed automatically, and submit manual requests for renewal of allocations. Outstanding renewal requests that you have submitted and allocations that will be renewed automatically are displayed in the table below. For allocations that will be renewed automatically, 'Automatic renewal' is displayed in the **Number of CAS or CoS requested** column. The number of CoS that will be automatically allocated to you at the beginning of the next allocation year will be based on the number that you have assigned throughout the current allocation year. This means that your allocation will not be confirmed until the beginning of the new allocation year. The **Licence summary** screen displays the end dates of your current allocation years. If you do not have any outstanding requests and no automatic allocation renewals are due, nothing will be displayed. If you do not want to make any requests, use the navigation menu on the left side of the screen to exit. Help (opens in a new window) **Outstanding annual allocation requests** <table><tr><th>Route</th><th>Number of CAS or CoS requested</th><th>Date submitted</th></tr><tr><td>Tier 2 (Minister of Religion)</td><td>1</td><td>18/11/2020</td></tr></table> The routes in which you can apply to renew your annual allocation are displayed below. If you do not have any routes in which a renewal is due, nothing will be displayed. Choose **Add a request** for each route in which you want to request a new annual allocation. Once you have completed your request, choose **Submit**. If you have created a request but do not want to submit it, choose **Cancel**. **Request annual allocation renewal** <table><tr><th></th><th>Route</th><th>Expiry date</th></tr><tr><td>Add a request</td><td>Tier 2 (Sportsperson)</td><td>10/03/2018</td></tr></table>

Guide 9: Adding PAYE references (Worker and Temporary Worker sponsors only)

From the 1st of December 2020 PAYE information must be provided on CoS assigned in Skilled Worker and Intra-company Routes.

Follow the step by step instructions to add a PAYE reference number to your licence. When added to a licence, PAYE reference numbers are available to select when creating a CoS in a route where PAYE details must be provided.

Step	Instruction	Screen example
1	From the **Licence summary, applications and services** screen, select **PAYE References**	**PAYE References** • View existing references, who added them and when • Add a new PAYE Reference • Delete an existing PAYE Reference
2	On the **Manage PAYE references** screen you will be able to view any PAYE reference numbers already added to the licence, the date when each reference was added, the level 1 user ID of the SMS user who added each PAYE reference, and the name of the SMS user who added each PAY reference. Select **Add** to add a new PAYE reference to your licence.	**Manage PAYE References** This screen displays the PAYE References associated with your Sponsor Licence. This screen will allow you to: • View existing references, who added them and when • Add a new PAYE Reference • Delete an existing PAYE Reference • Back to return to the previous screen These references will be available for selection, where applicable, when creating a CoS **PAYE References** | PAYE Reference	Date Added	L1 User ID	SMS User Name	Action
---	---	---	---	---
123/4567	12/11/2020	HdcozV	test test	Delete	 Back Add

Step	Instruction	Screen example
3	From the **Add PAYE Reference** screen, enter a valid PAYE reference number. When complete, select **Add** to save. Select **Back** to return to the previous screen without saving.	**Add PAYE Reference** This screen enables you to add a new PAYE Reference. The format should be ▪ 3 numbers ▪ a forward slash (/) ▪ between 1 and 10 characters, which can be letters and numbers e.g. format of 123/XX12345, or 123/X12345 (prior to 2001) PAYE Reference 987/654A ▪ Select Back to return to the previous screen, no reference will be added ▪ Click Add to add the reference entered Back Add
4	You are returned to the **Manage PAYE reference** screen. Repeat the above process to add another PAYE reference.	**Manage PAYE References** This screen displays the PAYE References associated with your Sponsor Licence. This screen will allow you to: ▪ View existing references, who added them and when ▪ Add a new PAYE Reference ▪ Delete an existing PAYE Reference ▪ Back to return to the previous screen These references will be available for selection, where applicable, when creating a CoS **PAYE References** | PAYE Reference	Date Added	L1 User ID	SMS User Name	Action
---	---	---	---	---
123/4567	12/11/2020	HdcozV	test test	Delete
987/654A	18/11/2020	HdcozV	test test	Delete	 Back Add

Guide 10: Deleting PAYE references (Worker and Temporary Worker sponsors only)

From the 1st of December 2020 PAYE information must be provided on CoS assigned in Skilled Worker and Global Business Mobility Routes.

Follow the step by step instructions to delete a PAYE reference number to your licence. When deleted from a licence, PAYE reference numbers are **not** available to select when creating a CoS in a route where PAYE details must be provided.

Step	Instruction	Screen example
1	From the **Licence summary, applications and services** screen, select **PAYE References**	**PAYE References** ▪ View existing references, who added them and when ▪ Add a new PAYE Reference ▪ Delete an existing PAYE Reference
2	On the **Manage PAYE references** screen you will be able to view any PAYE reference numbers already added to the licence, the date when each reference was added, the level 1 user ID of the SMS user who added each PAYE reference, and the name of the SMS user who added each PAY reference. Select **Delete** next to the PAYE reference you wish to delete from your licence.	**Manage PAYE References** This screen displays the PAYE References associated with your Sponsor Licence. This screen will allow you to: ▪ View existing references, who added them and when ▪ Add a new PAYE Reference ▪ Delete an existing PAYE Reference ▪ Back to return to the previous screen These references will be available for selection, where applicable, when creating a CoS **PAYE References** | PAYE Reference	Date Added	L1 User ID	SMS User Name	Action
---	---	---	---	---
123/4567	12/11/2020	HdcozV	test test	Delete
987/654A	18/11/2020	HdcozV	test test	Delete	 Back Add

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Step	Instruction	Screen example
3	From the **Confirm Deletion of PAYE Reference** screen, select **Delete** to confirm deletion of the selected PAYE reference number. Select **Back** to return to the previous screen without deleting.	**Confirm Deletion of PAYE Reference** You are about to delete the following PAYE Reference. • Delete will remove the reference. This will still be associated with any CoS on which it was selected • Back will return to previous page, no deletion will take place **PAYE Reference** PAYE Reference 987/654A Date Added 18/11/2020 Added by L1 User ID HdcozV Added by SMS User Name test test Back Delete
4	You are returned to the **Manage PAYE reference** screen. Repeat the above process to delete another PAYE reference.	**Manage PAYE References** This screen displays the PAYE References associated with your Sponsor Licence. This screen will allow you to: • View existing references, who added them and when • Add a new PAYE Reference • Delete an existing PAYE Reference • Back to return to the previous screen These references will be available for selection, where applicable, when creating a CoS **PAYE References** | PAYE Reference	Date Added	L1 User ID	SMS User Name	Action
123/4567	12/11/2020	HdcozV	test test	Delete	 Back Add

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Guide 11: Viewing details of overseas linked entities and contracts (Global Business Mobility sponsors only)

From the 11th of April 2022 organisations applying for a sponsor licence in any Global Business Mobility (GBM) route must supply details of overseas linked entities (OSE).

In addition, from this date organisations applying for a sponsor licence in the GBM Service Supplier and/or GBM Secondment Worker routes must supply details of contracts. Contract details must be provided when a CoS is assigned in either of these routes.

Follow the step by step instructions to view details of overseas linked entities and contracts associated with your licence.

See **Guide 4** of this manual for information of how to request changes to OSE and contract details.

Step	Instruction	Screen example
1	From the **Licence summary, applications and services** screen, select **Overseas Linked Entities**	

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Step	Instruction	Screen example
2	On the **View overseas linked entities and contracts** screen you can view summary details of any OSEs and contracts recorded on the licence. The name and type of each OSE is displayed. The name, linked OSE, and effective dates of each contract is displayed. Select **View** next to the OSE or contract you wish to view.	**View overseas linked entities and contracts** This screen displays details of overseas linked entities and contracts associated with your licence. Select from the following options: • View - display details of overseas linked entities and contracts • Back - return to the previous screen **Overseas linked entity** 	Overseas linked entity	Entity type	Action
Cycle 3OLE1	High value contract (GBP50 million+)	View
Cycle 3OLE2	Services contract with a contractual service supplier	View
METST	High value contract (GBP50 million+)	View	 **Contract for Service Supplier** 	Overseas linked entity	Contract name	Effective from	Effective to	Action
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Cycle 3OLE2	sdcsd	01/01/1992	01/01/1995	View | **Contract for Secondment** | Overseas linked entity	Contract name	Effective from	Effective to	Action
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Cycle 3OLE1	sdvs	01/02/1992	01/01/1900	View	 Back

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Step	Instruction	Screen example
3(i)	On the **Overseas linked entity** screen you can view the following details: OSE name, Physical address, Web address, Email address, Telephone number, Company registration number, Business activity / sector Trading from date. The name, linked OSE, and effective dates of each contract is displayed. Select **View** next to the OSE or contract you wish to view.	**Overseas linked entity** Back return to previous page Overseas linked entity Overseas linked entity name — Cycle 3OLE1 Address: — Cycle 3OLE1 City or town: — Cycle 3OLE1 County, area district or province: Postcode or ZIP code: — Cycle 3OLE1 Country: — ALBANIA Web address Email address — ee@pp.co Telephone: — 2342345 Company registration number Business activity / sector — Financial and Insurance Activities Trading from date — 22/01/1997 Back

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Step	Instruction	Screen example
3(ii)	On the **View service supplier contract** screen you can view the following details: Name of linked OSE, Contract name, Contract purpose, Contract effect from / to dates, Related trade agreement, Applicable sector.	**View service supplier contract** **Back** will return to previous page **Contract summary** Overseas linked entity name — Cycle 3OLE2 Contract name — sdcsd Contract purpose — dsvcsdv Contract effective from — 01/01/1992 Contract effective to — 01/01/1995 Related trade agreement — CARIFORUM-UK Economic Partnership Agreement (CARIFORUM) Applicable sector — Advertising services **Back**

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Step	Instruction	Screen example
3(iii)	On the **View secondment contract** screen you can view the following details: Name of linked OSE, Contract name, Contract purpose, Contract effect from / to dates, Contract value (in GBP), Contract value reason. Back	**View secondment contract** **Back** will return to previous page **Contract summary** Overseas linked entity name Cycle 3OLE1 Contract name sdvs Contract purpose sdvsdv Contract effective from 01/02/1992 Contract effective to 01/01/1900 Contract value (GBP) 3333333.00 Contract value reason sdvsdvdsv Back

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