

**List of documents and information required to file Sponsor Licence Application for a UK Company to apply for Tier 2 (Intra Company Transfer) Sponsor Licence**

For applying for Sponsor Licence for the UK Branch/Entity, please provide the documents:

**Documents from Parent Entity outside the UK - at least one of the below documents**

1. Head Office's Audited **Accounts** clearly showing the link between the two entities. If this document is available to view online, please provide the link of the website where it is available.
2. Head Office's Audited **Annual Report** clearly showing the link between the two entities. If this document is available to view online, please provide the link of the website where it is available.
3. An affidavit, signed by a senior partner/executive within the UK entity, identifying all of the connected entities both in the UK and overseas.
4. Certified copy of the share register or equivalent of one or other of the entities showing ownership by the entity or a copy of the share registers of both entities showing the common parent company.
5. Certified copy of the agreement naming both entities as parties or one entity as a party and the other entity as the subject of the agreement which allows one entity to control the composition of the other entity's board.
6. Certified copy of the agreement naming both entities as parties or one entity as a party and the other entity as the subject of the agreement which allows one entity to cast or control the casting of more than half the maximum number of votes that might be cast at a general meeting of the other entity.
7. Certified copy of the joint venture agreement naming both entities as parties or one entity as a party and the other entity as the entity formed by that agreement.
8. Certified copy of the agreement naming both entities as parties or one entity as a party and the other entity as the entity formed by that agreement that would constitute a joint venture agreement other than for the fact that joint venture agreements are not permitted in the country of operation or one of the entities is not permitted to enter into joint ventures in the country of operation.
9. Articles of Association.

**Documents from Related Entity in the UK - at least four of the below documents**

10. a certificate of VAT registration
11. a letter from UK Trade and Industry setting out the involvement it has had with you in helping you to establish a business in the UK.
12. a letter from your corporate banking provider, setting out the dealings it has had with you, including the nature and duration of those dealings.
13. Current Financial Report or Audited Annual Report with the name of the Accountant clearly shown. The Accountant should be a member of an Accredited Accounting Body (CIMA, CIPFA, ACCA, ACA etc).

14. Evidence of Registration with HM Revenue & Customs (HMRC) as an employer to pay PAYE & National Insurance. Provide proof of PAYE Reference Number & Accounts Office Reference Number. (Evidence of registration must be original or certified copies of documentation issued by HMRC only)
15. Latest Notice to file a Company Tax Return - CT603 & Company Tax Return - CT600 (Both parts must be supplied).
16. Certificate of VAT registration; and/or latest VAT return confirming VAT registration number if turnover in excess of £85,000.
17. Latest Corporate/Business Bank Statement and/or a letter from your Bank setting out the dealings it has had with you, including the nature and duration of its dealings. Please note that if both documents are submitted, this will only count as one document
18. Proof of ownership or lease of your business premises. If you send a copy of your lease agreement it must be signed by all parties concerned.
19. If you are required to be registered with and/or inspected/monitored by a regulatory body to operate lawfully in the UK, UKVI will need to check that you are registered and to see your last inspection report where appropriate.

#### **Rules for Certifying documents:**

Certifying a document

8.4 The person certifying the documents must be:

the issuing authority, a practicing barrister, a solicitor, a notary, a chartered accountant for certification of financial documents only

The person must not be:

related to you

living at the same address

in a personal relationship with you

The certifier must confirm the copy of the document by:

writing 'Certified to be a true copy of the original seen by me' on the document

signing and dating it

printing their name under the signature

adding their occupation, **address and telephone number**

If a document has more than one page we will accept the document if the pages are bound together and the certification statement must include the number of pages the document contains. If a certifier's details cannot be verified, the document will be rejected.

Printouts of PDF files are copies of an original document and must be certified in line with guidelines above. The certifier must confirm that they have seen the original email containing the file.