

Application for a Sponsor Licence for Tier 5 of the Points Based System of the Isle of Man Immigration Rules

Please complete in BLOCK CAPITALS and in black ink.

This form is a specified application form in accordance with paragraph 34 of the Immigration Rules. It must be used for all applications made on or after 6 April 2017.

You should refer to the Sponsor Licensing Policy found on the immigration website when making this application

<https://www.gov.im/categories/travel-traffic-and-motoring/immigration/immigration-rules-and-associated-policy/#accordion>

The Fee:

Tier 5 Sponsor License: £536

Tier 5 (Youth Mobility Scheme)	
Tier 5 (Creative and Sporting)	<input type="checkbox"/>
Tier 5 (Government Authorised Exchange)	<input type="checkbox"/>
Tier 5 (International Agreement)	<input type="checkbox"/>
Tier 5 (Religious Worker)	<input type="checkbox"/>
Tier 5 (Charity Worker)	<input type="checkbox"/>

**Tier 5
Sponsor
Licence
Application**

**Form valid
for use
from 1
June 2019**

The applicant is the organisation or entity which will be entered in the Register of Licensed Sponsors as the holder of a Sponsor license (a "Sponsor").

Please complete all sections of the form. Where something is not appropriate please write N/A beside the question. The application form must be signed on behalf of the applicant and dated.

Please read the Immigration Sponsor Licensing Policy before making this application.

Please note that:

- the preparation and submission of an application for a Sponsor Licence is the responsibility of the applicant;
- the decision whether or not to issue a Sponsor Licence is the responsibility of Immigration Officers acting on behalf of the Minister; and
- if in any doubt, applicants are advised that they must seek their own legal advice.

If an application is incomplete or does not disclose all relevant information this may affect its consideration or cause delays in processing. No responsibility is accepted for any loss caused to the applicant by any delay.

It should be noted that under section 26-(c) of the Immigration Act 1971 (as extended to the Isle of Man) a person commits an offence, if on any such examination or otherwise he makes or causes to be made to an Immigration Officer or other person lawfully acting in the execution of a relevant enactment a return, statement or representation which he knows to be false or does not believe to be true. Any person guilty of an offence under the Act shall be liable to conviction by a fine or with custody for a period of not more than six months or with both.

SECTION 1: ABOUT THE APPLICANT

The applicant is the organisation or entity that will be entered in the Register of Licensed Sponsors as holder of a Sponsor license for the Tier 5 Points Based System.

Full name of Applicant	
Business/Trading name (if different)	
Registered address	
Trading address in the Isle of Man (if different)	
Website	
Name of primary contact in the applicant's organisation	
E-mail address of primary contact	
Telephone number of primary contact	
Company or other registration number	

Please list any previous trading names the applicant may have had.	
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Has the applicant ever applied for or held a Sponsor license in the Isle of Man or the United Kingdom?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If yes, insert the Sponsor Licence number here		
Provide details of any outstanding litigation either against or issued by the applicant provide details on a separate sheet.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Have there been any convictions or civil judgments against the applicant? If yes, provide details on a separate sheet.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Has the applicant or anyone associated with this application or who is involved in the day to day running of the applicant been charged with any immigration offences?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2: APPLICANT'S STRUCTURE

Please indicate the applicant's current organisation size

Small organisation (0-50 employees)

Medium (51-250 employees)

Large (251+ employees)

Type of Organisation - (please see the Policy). If the applicant is part of a group structure please include a structure chart showing parent entity and subsidiaries or head office and branches.

If the application is to cover migrants working at different sites other than the main or registered office of the entity then please provide further information. Please note this is an application for a Sponsor Licence to cover migrants working in the Isle of Man only.

Single entity

Parent company with subsidiaries

Subsidiary of a Parent company

Franchise

Head office with branches

Other – please provide details

Has the group structure chart been enclosed?

Yes/No

The structure chart should show full legal ownership of the applicant including the name and place of incorporation of any parent companies.

The controllers of the applicant, including beneficial owner, and percentage of shares/interests held should be shown. If the applicant is not a corporate entity such as a foundation, trust, association, charity, sports organisation, diplomatic mission etc then the ownership structure and key parties and ultimate beneficial owners should be shown ie the Trustees, Charity Trustees, Partners, etc.

The location of any branches, subsidiaries or parent companies of the applicant and details of any regulatory authority to which any group company or entity reports should also be included.

How long has the applicant been trading in the Isle of Man?

Does the applicant or any related business/company of the applicant carry out any form of business which is regulated? If so please list the details below

Name of business entity	Regulatory Authority	Type of business or class of licence held

Please describe the applicant's main activity

How long has the applicant been trading in the Isle of Man?

0-6 months	<input type="checkbox"/>
6-12 months	<input type="checkbox"/>
12-18 months	<input type="checkbox"/>
+18 months. Please state:	<input type="checkbox"/>

How long has the applicant been trading outside the Isle of Man? Please state where the applicant has been trading?

0-6 months	<input type="checkbox"/>
6-12 months	<input type="checkbox"/>
12-18 months	<input type="checkbox"/>
+18 months. Please state:	<input type="checkbox"/>

Isle of Man Government registrations. Please give the applicant's registration number (if any):

Employer's registration for ITIP and NI	<input type="checkbox"/>
Tax registration number	<input type="checkbox"/>
VAT registration number	<input type="checkbox"/>

Is the Applicant a charity registered in the Isle of Man?		If
yes, please state charity registration number below.		
Charity Registration Number		
Does the applicant currently employ any workers who are Non EEA nationals? (Please see the Policy)		
YES/NO		
Insert details:		

TIER 5	
Tier 5 (Youth Mobility Scheme)	Number: <input type="checkbox"/>
Reasons required:	
Tier 5 (Creative and sporting)	Number: <input type="checkbox"/>
Reasons required: State Sports Body or Creative Body and category:	
Tier 5 (Government Authorised Exchange)	Number: <input type="checkbox"/>
Reasons required: State Endorsing Body which has been approved by the Department of Economic Development:	
Tier 5 (International Agreement)	Number: <input type="checkbox"/>
Reasons required: State Relevant International Body:	

Tier 5 (Religious Worker)	Number: <input type="checkbox"/>
Reasons required:	
State Faith Body:	
Tier 5 (Charity Worker)	Number: <input type="checkbox"/>
Reasons required:	
State Registered Charity:	

SECTION 4: SUPPORTING DOCUMENTS

To prove that the applicant organisation is genuine and has an established trading or operating presence in the Isle of Man, supporting documents must be submitted with this application.

Please refer to **Appendix A** of the Immigration Sponsor Licensing Policy which specifies the most up-to-date list of documents which must accompany this application. The type of documents depends on both the organisation type and sponsorship category.

Mandatory documents	Please list the mandatory documents supplied.
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Primary documents – (See table 3 and 4 in Appendix A of the policy)	Please list the primary documents supplied
Secondary documents (optional)	Please list the secondary documents supplied

Section 5: KEY PERSONNEL

The applicant must appoint an Authorising Officer who is responsible for registering the applicant on the Register of Licensed Sponsors. The Authorising Officer must be based in the Isle of Man and be the most senior member of the applicant's organisation with responsibility for compliance with employment and immigration legislation and recruitment.

1. Name of Authorising Officer	
2. Authorising Officer's residential address	
3. Position in organisation	

1. Does the Authorising Officer own or control any shares/interests in the applicant?	
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Authorising Officer's details: a) Business address	
b) Telephone number	
c) E-mail address	
d) Date of birth	
e) Nationality	
f) National Insurance Number	
g) If the Authorising Officer is not a British Citizen or an EEA National Immigration Status Expiry of current leave: Passport number: Passport issuing state:	

The applicant must also appoint a Key Contact who is the main point of contact with Immigration Officers. The Key Contact must be based in the Isle of Man. Only the Authorising Officer or the Key Contact can request the issue of Certificates of Sponsorship.

1. Name of Key Contact	
2. Will the Authorising Officer also be the Key Contact?	Yes/No
2. Key Contact's information: a) Residential address	
b) Position in Organisation	

c) Business address	
d) Telephone number	
e) E-mail address	
f) Date of birth	
g) Nationality	
h) National Insurance Number	
i) If the Key Contact is not a British Citizen or an EEA National: Immigration Status Expiry of current leave: Passport number: Passport issuing state:	

Section 6 - Convictions or penalties

<p>You must tell us if the Authorising Officer or Key Contact in your application have any convictions or penalties (either in the Isle of Man, the United Kingdom or elsewhere).</p> <p>Has the Authorising Officer or Key Contact ever been:</p>	
convicted of an offence in the list of immigration offences which undermine immigration control? Convictions that are 'spent' under the Rehabilitation of Offenders Act 2001 will not be taken into account	Yes/No If yes, please supply details
convicted of any unspent conviction? Convictions that are 'spent' under the Rehabilitation of Offenders Act 2001 will not be taken into account	Yes/No If yes, please supply details
issued with a fixed or civil penalty (a fine), five years before the date of this application, in the list of civil penalties unless that penalty was withdrawn or cancelled on appeal?	Yes/No If yes, please supply details
an undischarged bankrupt or subject to a similar sanction in any other jurisdiction or is legally prevented from becoming or acting as a company director?	Yes/No If yes, please supply details

SECTION 7: APPLICANT'S REPRESENTATIVE

A third party who is helping an applicant with this application should complete this section.

1. Representative's organisation	
2. Name of adviser	

2. Address	
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3. Telephone Number	
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4. Email address	
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5. Name of professional body and adviser's registration number:	
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6. Have you helped a sponsor with an application to join any register of sponsors before held in the Isle of Man or United Kingdom. Please provide further information.	Yes/No
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Are you registered with the Isle of Man Law Society to practice as an Advocate in the Isle of Man?

Give your Isle of Man Law Society membership number (if applicable):

Representative's declaration

If you are a representative helping an applicant with this application, you must read the declaration and tick the box if you agree with all the following statements.

I have been appointed by the applicant to assist with this application	<input type="checkbox"/>
I confirm that the applicant has completed and verified the application	<input type="checkbox"/>
The information contained within the application is, to the best of my knowledge and belief, accurate, true and correct.	<input type="checkbox"/>
I am aware that it is an offence under section 25 of the Immigration Act 1971 (as extended to the Isle of Man) to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.	<input type="checkbox"/>
Signed:	
Date:	
Name:	
Representative organisation	
Position within representative organisation	

SECTION 8: SPONSOR DUTIES (please see page 12 to 16 of the Policy which highlights the duties)

A Sponsor must fulfil certain duties to make sure immigration controls stay effective. The objectives of these duties are to:

- prevent abuse of assessment procedures;
- capture early any patterns of migrant behaviour which cause concern;
- address possible weaknesses in your processes which cause those patterns; and
- monitor compliance with Immigration Rules.

The applicant must agree to comply with the sponsor duties for the application to be successful.

SPONSOR DECLARATION

The Authorising Officer must complete this section on behalf of the applicant. The Authorising Office must read the declaration, and tick the boxes to confirm he/she has understood and agreed with all of the statements.

<p>I confirm I have read the Immigration Sponsor Licence Policy and will comply with my duties as Authorising Officer and ensure that the applicant will comply with its duties as a Sponsor.</p>	<p><input type="checkbox"/> Agreed</p>
<p>I confirm that the information contained in this application and any supporting document is complete and accurate to the best of my knowledge and belief.</p>	<p><input type="checkbox"/> Agreed</p>
<p>I understand that if I do not comply with my duties as Authorising Officer and the applicant fails to comply with the sponsor licensing system then the Sponsor Licence may be revoked and that the applicant will no longer be able to sponsor migrants and the leave of such migrants may be curtailed.</p>	<p><input type="checkbox"/> Agreed</p>
<p>I agree to notify Immigration Officers in writing of any other information which is material to this application and to notify without delay of any material changes in the information provided in this application or changes in the applicant's circumstances or new information relevant to this application becomes available before this application is decided.</p>	<p><input type="checkbox"/> Agreed</p>
<p>I am aware that it is an offence under section 25 of the Immigration Act 1971, as extended to the Isle of Man, to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.</p>	<p><input type="checkbox"/> Agreed</p>

<p>I understand and accept that Immigration Officers may wish to make enquiries and carry out compliance checks and visits- both now and on a continuing basis - to satisfy themselves as to the initial and continuing fitness and propriety of the applicant to carry out its sponsor duties. Accordingly, I agree to co-operate with Immigration Officers when they are carrying out compliance checks and authorise the Key Personnel named in this application, together with any other person, body or institution (including the Police) that the Immigration Officers may approach, to provide such information, as Immigration Officers believe may be relevant to such assessment.</p>	<input type="checkbox"/> Agreed
<p>I understand that if I on behalf of the applicant knowingly make any false representations or submit any false documents the application will be refused and I may be prosecuted.</p>	<input type="checkbox"/> Agreed
<p>The information provided will be treated in confidence but it may be disclosed by Immigration Officers to other law enforcement agencies, Isle of Man and United Kingdom government departments, agencies, local authorities, foreign governments and other bodies for immigration and nationality purposes, for research and statistics and to help them to carry out their functions.</p>	<input type="checkbox"/> Agreed
<p>I understand Immigration Officers may ask for or check information from other law enforcement agencies, government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration and nationality, research, training, statistics or security purposes or to help immigration officers carry out their functions.</p>	<input type="checkbox"/> Agreed
<p>The applicant hereby applies to be entered on the Register of Licensed Sponsors for Tiers 2 and 5 of the Points Based System of the Isle of Man Immigration Rules.</p>	<input type="checkbox"/> Agreed

**I HAVE READ AND UNDERSTOOD THE SPONSOR
DECLARATION AND AGREE TO COMPLY WITH THE
SPONSOR DECLARATION AND SPONSOR DUTIES.**

**Signed on behalf of the Applicant by the Authorising
Officer:**

Date:

Name of Authorising Officer:

Position within applicant organisation:

Signed on behalf of the Applicant by the Key Contact :

Date:

Name of Key Contact :

Position within applicant organisation:

SECTION 9: PAYMENT DETAILS

The completed application form, supporting documents and the appropriate fee should be submitted, in person or by post, to:

Immigration Office, Government Offices, Bucks Road
Douglas, Isle of Man IM1 3PN.

The fee for a Sponsor Licence depends upon: (a) the category of Sponsor Licence; b) the size of the Sponsor's organisation; and (c) if the Sponsor is registered as a charity in the Isle of Man. The Sponsor Licence application fees change from time to time. Please check our website for the most up to date fees.

BY Cash (in person only at the Immigration Office) Amount:-

OR

BY Cheque Enclose a cheque for the required amount making the cheque payable to "Isle of Man Government". Please complete in the following:

Account No:

Sort Code:

Cheque No: