



# Application for a Sponsor Licence

## (Tier 5 of the Points Based System)

Tier 5  
Sponsor  
Licence  
Application

Please complete in BLOCK CAPITALS.

This is a specified form for the purpose of paragraph 34 of the Immigration Rules and must be used for all applications.

Please indicate the Certificate of Sponsorship category being applied for.

Tier 5 (Charity Worker)	<input type="checkbox"/>
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 (Youth Mobility Scheme)	<input type="checkbox"/>

### The Fee

There is a fee of £536.00 (a small business with 50 or fewer employees, or charitable sponsor) or £1476 for medium or larger businesses (with more than 50 employees).

Please refer to Section 10 of this form for payment details.

### Consideration process

If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form will be returned to you.

**The fee charged is for the processing and consideration of the application.** This fee will be payable once the application is received by the Isle of Man Immigration Service, regardless of the outcome of the application.

We cannot begin the consideration process until the payment has cleared. We allow 5 business days for payments made by cheque to clear; debit cards and postal orders will clear immediately.

Should the application be withdrawn at any time during the consideration process the fee will not be refunded.

Form valid  
for use from  
March 21st  
2024

## Sponsor Licence application

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

You should refer to the Sponsor Licensing Policy found on the immigration website when making this application: [Isle of Man Government - Immigration Rules and Associated Policy](#)

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.

As the requirements change periodically, please ensure you consult the current version of the Immigration Rules which can be found on our website: [www.gov.im/immigration](http://www.gov.im/immigration)

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.

If an application is incomplete or does not disclose all relevant information this may cause delays in the processing.

The Isle of Man Immigration Service accepts no responsibility for any loss caused to the licensed sponsor or migrant by any delay in the processing of this application.

### 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 licence for the Tier 5 Points Based System.

Full name of Applicant:	
Business/Trading name: (if different)	
Full registered address:	
Full 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 has had:	

**Section 1 continues on page 3.**

Has the applicant ever applied for or held a sponsor licence 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 (write N/A if the application was unsuccessful)		
Is there any outstanding litigation either against or issued by the applicant? If yes, 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 organisation been charged with any immigration offences? If yes, provide details on a separate sheet.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

<b>SECTION 2: Applicant's structure</b>	
Please indicate the applicant's current organisation size:	
Small organisation (0-50 employees)	<input type="checkbox"/>
Medium (51-250 employees)	<input type="checkbox"/>
Large (251+ employees)	<input type="checkbox"/>
Type of Organisation - <b>please see the Policy</b> ).	
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	<input type="checkbox"/>
Parent company with subsidiaries	<input type="checkbox"/>
Subsidiary of a Parent company	<input type="checkbox"/>
Franchise	<input type="checkbox"/>
Head office with branches	<input type="checkbox"/>
Other – please provide details	<input type="checkbox"/>
Has the group structure chart been enclosed?	<input type="checkbox"/>

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

The controllers of the applicant organisation, including beneficial owner, and percentage of shares/interests held should be shown. If the applicant organisation 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 i.e. 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.

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?	
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 details for ITIP and NI:	
Tax registration number:	
VAT registration number:	

Is the Applicant a charity registered in the Isle of Man?	<input type="checkbox"/>				
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 Sponsor Licensing Policy)	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				

**Please continue to Section 3.**

**SECTION 3: Tier 5 category**

**TIER 5**

Tier 5 (Youth Mobility Scheme)	<input type="checkbox"/> Number:
Reasons required:	
Tier 5 (Creative and sporting)	<input type="checkbox"/> Number:
Reasons required: State Sports Body or Creative Body and category:	
Tier 5 (Government Authorised Exchange)	<input type="checkbox"/> Number:
Reasons required: State Endorsing Body which has been approved by the Department of Economic Development:	
Tier 5 (International Agreement)	<input type="checkbox"/> Number:
Reasons required: State Relevant International Body:	
Tier 5 (Religious Worker)	<input type="checkbox"/> Number:
Reasons required: State Faith Body:	
Tier 5 (Charity Worker)	<input type="checkbox"/> Number:
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):	
Primary documents – (See table 3 and 4 in Appendix A of the Immigration Sponsor Licensing policy)  (Please list the primary documents supplied):	
Secondary documents (optional)  (Please list the primary documents supplied):	

**Please continue to Section**



<b>Section 5: Key personnel</b>		
Authorising Officer's details:		
Title:		
First name:		
Last name:		
Does the Authorising Officer own of control shares/interests in The applicant (organisation)?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Residential address:		
Position in Organisation:		
Business address:		
Telephone number:		
Email address:		
Date of birth:		
Nationality:		
National insurance number		
4. If the Authorising Officer is not a British Citizen:		
Immigration Status:		
Expiry of current leave:		
Passport number:		
Passport issuing state:		

**Section 5 continues on page 9.**

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
	<input type="checkbox"/>	<input type="checkbox"/>
3. Key Contact's details:		
Residential address:		
Position in Organisation:		
Business address:		
Telephone number:		
E-mail address:		
Date of birth (DD MM YYYY):		
Nationality:		
National Insurance Number:		
4. If the Key Contact is not a British Citizen::		
Immigration Status:		
Expiry of current leave (DD MM YYYY):		
Passport number:		
Passport issuing state:		

**Section 6: Convictions and penalties**

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).

Has the Authorising Officer or Key Contact ever been:

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? If yes, please provide details:	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Convicted of any unspent conviction? Convictions that are 'spent' under the Rehabilitation of Offenders Act 2001 will not be taken into account? If yes, please provide details:	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
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? If yes, please provide details:	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
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? If yes, If please provide details:	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If yes, give the details of the convictions or penalties below and the date it was given:


**Please continue to Section 7**

**SECTION 7: Applicant representative**

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

Representative's organisation:		
Name of adviser:		
Full Address:		
Telephone Number:		
Email address:		
Name of professional body:		
Adviser's registration number:		
7. Have you helped a sponsor with an application to join any register of sponsors before held in the Isle of Man or United Kingdom?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If yes, Please provide further information:		
Are you registered with the Isle of Man Law Society to practice as an Advocate in the Isle of Man?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If so, please provide your Isle of Man Law Society membership number if applicable:		

**Please continue to Section 8**

## SECTION 8: 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 national of the United Kingdom.	<input type="checkbox"/>
Signed:	
Date:	
Name:	
Representative organisation:	
Position within representative organisation:	

**Please continue to Section 9**

**SECTION 9: Sponsor duties and declaration**

**(Please see pages 12-20 of the Sponsor Licensing 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.

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 they have understood and agreed with all of the statements.**

I confirm I have read the Immigration Sponsor Licensing Policy and will comply with my duties as Authorising Officer and ensure that the applicant will comply with its duties as a sponsor.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<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"/>

<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>	<input type="checkbox"/>
<p>I understand and accept that Immigration Officers may wish to make enquiries- both now and on a continuing basis- to satisfy themselves as to the initial and continuing fitness and propriety of the applicant (organisation) 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"/>
<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"/>
<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"/>
<p>The applicant hereby applies to be entered on the Register of Licensed Sponsors for Tier 5 of the Points Based System of the Isle of Man Immigration Rules.</p>	<input type="checkbox"/>

Signed on behalf of the Applicant by the Authorising Officer:	
Date ( DD MM YYYY):	
Name of Authorising Officer Position within applicant organisation:	
Position within applicant organisation:	
Signed on behalf of the Applicant by the Key Contact:	
Date (D MM YYYY):	
Name of the Key Contact:	
Position within the applicant organisation:	



## SECTION 10: Payment details

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

**Isle of Man Immigration Service  
Customs and Immigration Division  
Government Office  
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**

**Postal order:** Amount: £

**OR**

**BY Cheque:** Enclose a cheque for the required amount making the cheque payable to "Isle of Man Government", and provide the following information here:

Account number:

Sort Code:

Cheque number:

**OR**

**Payment after application form is submitted:**

Payment can be made over the telephone using debit or credit card by calling the Immigration team on: **685203**