



Application to extend leave as an Isle of Man Worker (ICT) Migrant Main Applicant

Please complete in BLOCK CAPITALS and in black ink.

In accordance with paragraph 34 of the Immigration Rules, this form is a specified form for the purpose of the Immigration Rules and must be used for all applications made on or after the date shown on this page for the purposes stated on this page.

Leave to
remain as a
Worker (ICT)
Migrant

Who should apply using this form?

This application form should only be completed by individuals who are already in the Isle of Man.

Applicants should use the application form if they have, or have last been granted, entry clearance, leave to enter or leave to remain as a Worker (Intra Company Transfer) Migrant and the applicant must still be working for the same Employer as he was at the time of that earlier grant of leave

Dependants of a Worker (ICT) Migrant:

Each dependant must complete a separate FLR (DEP) form and pay the specified fee for each dependant. This form can be found in the application forms section of the Isle of Man Immigration website: www.gov.im/immigration

The fee

Please tick which fee you are paying:

A Worker (ICT) Migrant applying for Further Leave to Remain (FLR)
The fee is £827

The fee must be paid at the time of application.

Form valid
for use
from
6th April
2024

Fees notes

Payment methods

You must pay by one of the following methods:

- Cheque - made payable to 'Isle of Man Government'
- Postal Order - made payable to 'Isle of Man Government'
- Debit Card - (only 'in person' applications at the Isle of Man Immigration Service)
- Cash - (only 'in person' applications at the Isle of Man Immigration Service)

Consideration process

The consideration process will not begin until the payment has cleared. Payments made by cheque may take 5 business days to clear. Payments made by debit cards or postal orders will clear immediately.

Should the application be withdrawn at any time during the consideration process the fee will not be refunded.

Consequence of failing to pay the specified fee

If the applicant fails to pay the specified fee in full the application may be rejected as invalid.

If the specified fee is not paid at the time of application a request in writing will be made to you stating the fee and date by which it is to be paid. This will be 10 working days from the day the request is sent. If by that date the fee is not paid, the application will be rejected as invalid.

This form should be completed **fully** and returned, together with the relevant supporting documentation* to:

**Isle of Man Immigration Service
Customs and Immigration Division
Government Office
Bucks Road
Douglas
Isle of Man
IM1 3PN**

*please read the form carefully. You must supply original documentation where possible. Submission of false documents or information(whether or not material to the application, and whether or not to the applicant's knowledge), and failure to disclose material facts will lead to refusal of the application. Missing documentation could result in your application being delayed or refused.

Disclaimer

Missing documentation could result in your application being delayed or refused.

Your passport will be returned to you once a decision has been made on your application.

Information on the Isle of Man Immigration Service processing times can be found on www.gov.im/immigration.

Your passport will be held by the Isle of Man Immigration Service until a decision has been made on your application. You should not book any travel until you have received a decision on your visa application and have had your passport returned to you. The Isle of Man Immigration Service does not accept any responsibility for travel that is booked by you.

Where a person whose application or claim for leave to remain is being considered requests the return of their passport for the purpose of travel outside the common travel area, the application for leave shall, provided it has not already been determined, be treated as withdrawn on the date that request is received by the Isle of Man Immigration Service— See Part 1 Paragraph 34J of the Immigration Rules.

Customs and Immigration is a Division of the Treasury, a Department of the Isle of Man Government.

Application for an Initial Grant of Leave (Switching) or an Extension of Leave under Worker (Intra-Company Transfer) Route - Main Applicant

Section 1 Applicant's details

Title (Mr, Mrs, Ms, Miss, other)

First name(s)
(as shown in your passport)Last or family name(s)
(as shown in your passport)

If you are known or have been known by any other name to those give above please give details below and provide evidence showing the name change.

Name known by	Date from/to	Evidence provided

Please use another sheet of paper if more space is needed.

Date of birth

Gender (please tick)

Male Female

Place of birth:

City/Town/Province/State

Country

National Insurance Number
(if known)

Section 1 Applicant's details (continued)

Address in the Isle of Man

 Postcode

Email address

Telephone number(s) Home Mobile

Your Proof of Identity

Paragraph 34 of the immigration rules requires applicants to provide proof of identity, in the form of a valid passport or, if the applicant does not have a valid passport, their most recent passport.

If the applicant does not have either of the above, a valid travel document.

Please select the type of document Enclosed

Valid Passport	<input type="checkbox"/>
Most recent Passport	<input type="checkbox"/>
Valid Travel Document	<input type="checkbox"/>

Document number

If the a document listed above is not included with this application, please provide an explanation including relevant details. For example a police station reference number if the document has been stolen.

Proceed to Section 2

Section 2 Immigration history

It is mandatory to complete this section. If it is not completed the application will be invalid and will be returned to you.

2.1 What is your current immigration status? (e.g. Worker (ICT) Migrant)

2.2 Where was your previous leave in 2.1 granted? (e.g. the Isle of Man, UK, Jersey or Guernsey)

2.3 When does your current leave expire?

2.4 What evidence of the leave stated in 2.1, has been provided?

Passport(s) (With vignettes or stamps)

Biometric Residence Permit

None

Other (please state below)

2.4 Have you ever:

Been subject to a deportation order?

Yes

No

Breached immigration laws (and was 18 or over at the time of the breach) by:
overstaying, breaching a condition attached to your leave, been an illegal entrant or
used deception in an application (whether or not successful)?

Yes

No

2.5 If you have answered **Yes** to any of the above questions give details and dates when this happened.

Section 3 Criminal history

It is mandatory to complete this section. If it is not completed, the application will be invalid and returned to you. Information given may be checked with other agencies.

Under the Rehabilitation of Offenders Act 2001 (Exceptions) (Immigration and Nationality) Order 2016, Sections 4 and 5 (1) of the Rehabilitation of Offenders Act 2001 Act do not apply, therefore for the purposes of this application you are required to **declare ALL convictions including those deemed as spent under the Rehabilitation of Offenders Act 2001.**

It is an offence under section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. Information given will be checked with other agencies.

3.1 Do you have any Criminal Convictions in the Isle of Man, UK or other country (including traffic offences) or any civil judgements made against you?

Yes

No

If **Yes**, you must give details below. Continue on another sheet if necessary. (see note below)

First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Second sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Third sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Proceed to Section 4

Section 4 Employment, Previous Application Type & Confirmation of Employment

Applicants should refer to Appendix W Part 3 .3 of the Immigration Rules. The Rules can be found on the Isle of Man Government website: www.gov.im/immigration

4. EMPLOYMENT DETAILS

4.1 Full name of your Employer and Job Title during your grant of leave

4.2 Give the full address of the employer

Postcode

4.3 Are you self employed or in any arrangement akin to self-employment?

Yes No

Please refer to Help Text at the end of this application form

If you have answered **Yes** please give details below.

4.5 CONFIRMATION OF EMPLOYMENT

Applicants should refer to section 6 of Appendix W
You must submit a valid Confirmation of Employment with this application.
Tick to confirm that your Confirmation of Employment is enclosed.

This must have been **issued no more than 3 months before your application is made**

4.6 Confirmation of Employment reference number

4.7 Date of Confirmation of Employment expiry

4.8 What was your gross annual salary during your current grant of leave?
(Before tax or any other deductions and including allowances where appropriate.)

£

4.9 You must provide evidence that you were paid the appropriate salary throughout your current grant of leave.

Supporting evidence Please tick to confirm that you are providing the following evidence.

1. You must provide either:
Your annual self-assessment tax return(s) for the last full financial year, immediately preceding the date of this application;

AND

2. You must provide:
Your most recent payslip dated no earlier than one calendar month before the date of this application.

AND

3. You must provide:
Your personal bank or building society statements for the same 12-month period as the tax returns

Further details on the requirements for these documents can be found in 3.3.1 of Appendix W of the Immigration Rules

Proceed to Section 5

Section 5

Public Funds

It is mandatory to complete this section. If it is not completed the application will be invalid and will be returned to the applicant.

5.1 Have you received any public funds?Yes No

If you have answered **Yes** you must tick the boxes to show which public funds are being received. Please note that, under Immigration Rules, public funds include:

Housing provided under the Housing Acts 1955 to 1990

Attendance Allowance

Carer's Allowance

Disability Living Allowance

Child Benefit

Income Support

Employed Person's Allowance

Incapacity Benefit

Income-based Jobseeker's Allowance

Section 6

Declaration

Applicant Declaration

It is mandatory to complete this section. If it is not completed the application will be invalid and will be returned to the applicant.

You must sign below to show that you have read and understood the following declaration. It must be authorised by you, the applicant and not by a representative or other person acting on their behalf. If the applicant is under 18, their parent or guardian may sign.

I hereby apply for Leave to Remain as a Worker (ICT) Migrant in the Isle of Man for myself.

The information I have given in this application is complete and is true to the best of my knowledge.

If there is a material change in my circumstances or any new information relevant to my application becomes available before it is decided, I will inform the Isle of Man Immigration Service immediately.

I understand that documents provided in support of this application will be checked for authenticity, and that false documents will be retained and may result in my application being refused and/or in my prosecution and subsequent removal from the Isle of Man.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make, to a person acting in execution of any of these Acts, a statement or representation which I know to be false or do not believe to be true.

I understand that all information given by me will be treated in confidence and will be processed by Isle of Man Treasury for the purpose of determining my visa application.

Data will be processed in accordance with the Data Protection Act 2018 and the GDPR and LED Implementing Regulations 2018. Privacy Notices can be found at www.gov.im/immigration
(Data Protection Officer: DPO-Treasury@gov.im Tel: 01624 686791)

Name (please print)

Signature

Date

Section 7 Summary Sheet

Fill in this part of the form to help us make sure that we have received your documents and to keep a record of them while they are with us. At 'A', tell us how many of each of the listed documents you have sent with this application. This is a standard list, you should only send in the documents from this list that are required for your application. At 'B', list any other documents and state how many in each case. Continue on a separate sheet if necessary.

A. Type of document	How many?	B. Listed items	How many?
Passports, Identity Card for Foreign Nationals and/or travel documents. Passports should have two clear pages back to back.			
Marriage or civil partnership certificate.			
Birth certificate.			
Driving licence.			

Fill in summary sheet below the supporting evidence (documents) sent. You must send the required evidence as shown. (please write over the faint print) Failure to submit required evidence is likely to lead to refusal of the application.

Evidential requirements	Documents provided (please list)
Possession of a Confirmation of Employment (Section 4 - question 4.5)	Please provide Confirmation of Employment
To be paid the appropriate salary (Section 4 - question 4.8)	Annual tax returns covering the last full financial year, your most recent payslip, and bank statements covering the same period as the tax returns

Finally, please ensure your application is submitted/addressed correctly as follows:

Isle of Man Immigration Service
 Customs and Immigration Division
 Government Office
 Bucks Road
 Douglas
 Isle of Man
 IM1 3PN

Worker Route - Application Form Help Text

Introduction

This document provides information to help applicants to complete the Worker application form.

For further information on the Worker route, please see the paragraph W of the Immigration Rules. This is available on the Isle of Man Government website.

Who should apply using this form?

This application form should only be completed by individuals who are already in the Isle of Man. Applicants should use the application form if they are:

- Currently in the Isle of Man as a main applicant under the Tier 2 (ICT) or the Worker (ICT) Migrant route seeking to extend their leave for a further period within their existing job category

This application form should not be used by dependants of main applicants. A separate application form titled 'Worker Route- Dependants Application Form' is available for this purpose and can be found on the Isle of Man Immigration Service website.

Submitting a valid application

The applicant will only be considered to have submitted a 'valid' application if the following has been complied with:

- the correct application form must be completed and submitted;
- the correct application fee must be paid;
- provide proof of identity as set out in Section 1 of this application;
- the mandatory sections in the application form must be completed.

Supporting evidence

Applicants must ensure that all of the necessary supporting documentation needed to verify compliance with the Immigration Rules is provided at the time the application is submitted.

It is only necessary to submit evidence that is directly appropriate to the application as requested. **The applicant must be selective in submitting evidence, as sending large amounts of irrelevant or poor quality documentation may delay the consideration of the application.**

Any documentary evidence that the applicant provides should be original (unless otherwise stated).

Where a document is not in English, the original must be accompanied by a fully certified translation by a professional translator. This translation must include details of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.

Application types

Applications can be made for further leave to remain as a Worker (Intra-Company Transfer) Migrant only if the last grant of leave was as a Worker (ICT) Migrant, Tier 2 (ICT) Migrant or a Tier 2 (ICT) Migrant in the Long-Term Staff Sub-category.

Residence in the Isle of Man under the Worker (ICT) Migrant route does not count as residence for the purposes of applying for indefinite leave to remain.

Question-specific help text

Section 1

The applicant should provide full details of their name and title. If they have previously been known by any other name(s) they should provide full details of each name, the date of each change and submit the relevant supporting legal documentation.

The applicant should specify under which nationality they entered the Isle of Man. They should also provide details of any additional nationalities they currently hold or have previously held.

Where the applicant holds, or has held, other nationalities they should provide the relevant passport or travel document for each nationality held and provide the above details.

Section 4

Applicants should provide details of any shares in the organisation for which they are going to work in the Isle of Man, or the organisation that is sponsoring them. Where the applicant holds shares they must indicate how many.

The applicant is required to have been issued with Confirmation of Employment from their employer before they can apply for leave to remain. The applicant must provide the original Confirmation of Employment.

Any application submitted without a valid Confirmation of Employment will be refused. The applicant must obtain this from their employer.

The applicant should provide the title of the job for which they are applying for leave. This should be the job title provided by their employer when assigning the Confirmation of Employment.

The applicant must state what their prospective salary including allowances for the coming year will be. They will normally have been provided with this information by their employer.

Applicants who have previously been granted leave as Worker (Intra-Company Transfer) Migrants and Tier 2 (Intra-Company Transfer) Migrants must provide the below evidence. These applicants are required to show that they have been paid the appropriate salary throughout the period of their most recent grant of leave.

The evidence is:

- All annual self-assessment tax returns covering the period of their grant of leave;
- Where the tax return is not yet due for filing, applicants must provide original payslips from their employer covering the period between the date of the last filed tax return and the date of application;
- A bank or building society statement showing that the income has been paid into an account in the name of the applicant or in the name of the applicant and their partner jointly.

Data Processing

The data submitted will be processed by Isle of Man Treasury for the purpose of determining the applicant's visa application.