

## How to obtain a Skilled Worker sponsor licence

Presented by Thaxted Legal <https://thaxtedlegal.com> – sponsor licence expert immigration firm



## Thaxted Legal

**What is 'sponsor licence'?** – Sponsor licence is a permission issued by UK immigration authority (Home Office) to a UK organisation/business to employ foreign workers on work permits in the UK. The permission has to be obtained before the organisation can issue work permits to migrant workers.

## Key requirements your organisation has to meet



- Have trading presence and operate legally in the UK (there is no prescribed turnover or duration of trading required, but note further below the specified documents required for the application)
- Be reliable and dependable (background checks on your organisation and your key staff/office holders will be carried out by Home Office)
- Have HR systems in place to comply with sponsorship duties, such as reporting, record keeping, right to work checks etc.
- Be able to offer skilled job(s) – the jobs must be at least RQF Level 3, be listed by the Home Office as eligible for Skilled Worker visa, and be genuinely required by your business
- Pay at least the minimum salary for the job (in short it is at least £25,600 but depending on the job role and/or migrant worker it may be higher or lower)
- Have at least one employee or office holder (e.g. Director)

## Online application form

- Online application form is available on gov.uk website.
- In the application form you need to:
- Insert details of your organisation (i.e. name, business address, number of employees, PAYE registration number, Office Reference Number, VAT registration number, details of any mandatory regulatory body registration(s) etc.)
- Nominate 'Key Personnel' for the licence (there are three roles: Authorising Officer, Key Contact and Level 1 user – all three can be filled by the same person or different persons, but they all must be based in the UK and be either employee or officer holder in your organisation)
- Confirm what supporting documents you will provide in support of your application (we strongly recommend to have them ready before you click on 'submit' your online application).
- Your nominated Authorising Officer has to confirm that all the inserted information are correct by digitally signing Declaration.





## Supporting documents

- Examples of documents: most recent business bank statement, VAT registration, PAYE registration, evidence of regulatory body registration (the specific documents for each specific application will depend on the type of organisation, whether it is regulated, and how long it has been trading).
- In addition to the above documents, for the Skilled Worker sponsor licence application you must also provide responses to a set of mandatory questions, such as why you are applying for the licence, in what sector your business operates, for what job role(s) you intend to issue work permit(s), what salary you will pay, what is your organisation's ownership and hierarchy chart, etc.



## **Application fees**

- £536 for charities and organisations under the 'small company regime' according to the Companies Act 2006, and £1,476 for other organisations.

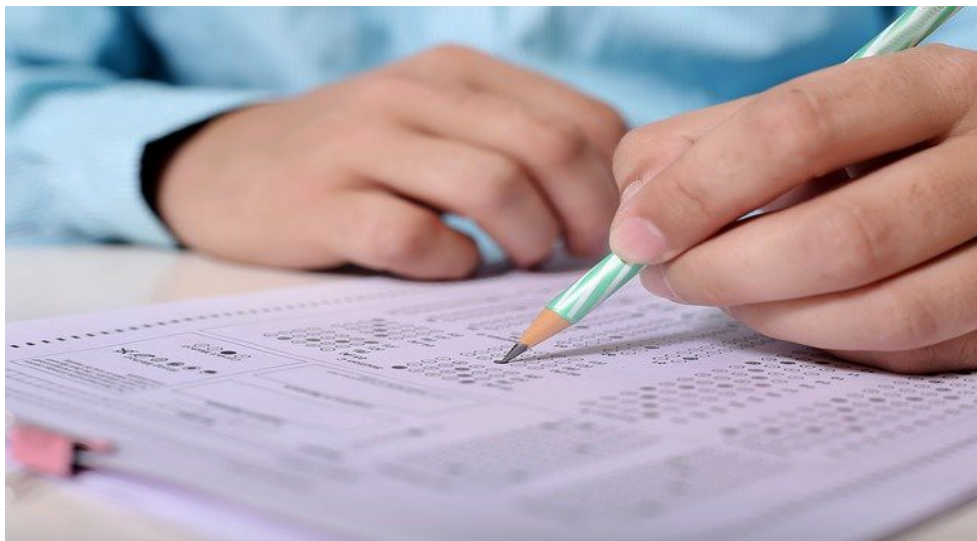


### **Submission of application and documents**

- Sponsor licence application must be submitted by your nominated Authorising Officer.
- After the application fees are paid online, a submission sheet is generated automatically with your unique application number.
- The submission sheet has to be signed and dated by your Authorising Officer and emailed to the Home Office together with all the other supporting documents.
- There is a strict 5 working days deadline for the Home Office to receive the signed submission sheet and supporting documents.
- If the submission sheet and documents are not received within the prescribed time limit, your licence application will be rejected.

## **Home Office visit (pre-licence audit)**

Before making decision on your sponsor licence application, Home Office **may** want to visit your business to check if your organization has the HR systems and whether you understand your duties and obligations as sponsor employer. During the visit they will speak to your nominated Authorising Officer.



More information at: <https://thaxtedlegal.com/sponsor-licence/home-office-audit/>

## **Application processing time**

- Standard processing time is approximately up to 8 weeks. It may take longer when there is a Home Office pre-licence visit (see audit above).
- There is a priority service option, which offers 10 working days processing for an extra £500, but please note that only 10 applicants per day can be offered this option.



## After sponsor licence is granted



- sponsor licence is granted with 4 years validity, and can be extended before its expiry for a further 4 year period each time.
- When your licence is granted, you will receive login details to an online Sponsor Management System (SMS) account that Home Office assigned for you.
- From your online SMS account your Level 1 user can start assigning Certificates of Sponsorship (work permits) to migrant workers.
- With the assigned CoS certificate, migrant can apply for the Skilled Worker visa and once the visa is granted can start work at your organisation.

<https://thaxtedlegal.com/sponsor-licence/certificate-of-sponsorship/>

## Ongoing sponsorship duties

- Sponsor employers are required to keep accurate and up to date records of sponsored workers absences, contact details, salaries, qualifications and keep the Home Office updated of the relevant changes relating to migrant workers and your organisation.

<https://thaxtedlegal.com/business-immigration/sponsorship-duties-and-compliance/>



Thaxted Legal

<https://thaxtedlegal.com/sponsor-licence/>

Phone +442034889710

[info@thaxtedlegal.com](mailto:info@thaxtedlegal.com)

Dec 2021