



Home Office

Border & Immigration Agency

TURKISH ECAA (Main)

Application to switch immigration category to self-employed business person or to seek either Further Leave to Remain (FLR) or Indefinite Leave to Remain (ILR) in this category in the UK under the provisions of the 1963 European Community Association Agreement (ECAA) with Turkey.

Please staple
2 photographs of
each person on the
application here.

FEE EXEMPT

Section 1 - Applicant's Personal Details

1.1 Title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:	
1.2 Full name	1.3 Family name
1.4 National Insurance Number	
1.5 Nationality	
1.6 Date of Birth (e.g. 01/Jan/1980)	
1.7 Passport number (If you do not have a passport, or your passport does not show a valid entry clearance to the United Kingdom please complete section 3)	
1.8 Name at birth if different and any other names by which you have been known (Please include maiden names, aliases, and previous married names).	
1.9 Full address of where you live in the UK (Please let us know if this changes)	
1.10 If you have a legal representative assisting you with your application please give their full name, address, telephone and fax number here	

1.11 The address to which you would like us to return your passports/documents and send any correspondence about your application.

1.12 Your Home Office Reference number if you have one (normally a letter followed by several numbers e.g. A999999).

1.13 Contact details

Daytime phone number
Evening phone number
Mobile phone number
Fax number

(It can help to determine your application quickly if we can clear up a simple query by contacting you directly)

Section 2 - Basis of Application

- Tick the appropriate box to show us whether you are applying for switching, further leave to remain or for indefinite leave to remain in the United Kingdom. You should then complete those sections specified for the box, which you have ticked.
- Please provide all supporting documents requested with this form. To assist you each question shows where documents are required and provides you with an Annex letter to label each document.
- Please staple your photographs, 2 are required, to the front of this form.

Switching

Tick this box if you are a Turkish national and you entered the UK in a capacity other than as a self employed business person, and you wish to switch into this category.

Complete sections 1 - 10

Further leave to remain (extension of stay)

Tick this box if you are a Turkish national and have completed 12 months or more in the United Kingdom under the ECAA provisions, or entered the UK with valid entry clearance under the business establishment category and wish to apply for further leave under the Turkish EC Association Agreement.

Complete sections 1 - 10

Indefinite leave to remain

Tick this box if you are a Turkish national and you have completed at least 4 years in the United Kingdom under the ECAA provisions and wish to apply for indefinite leave to remain.

Complete sections 1 - 10

Section 3 - Your entry into the United Kingdom

As you do not have a passport or evidence to prove you entered the United Kingdom with a valid entry clearance, you will need to complete the following questions.

If prior entry clearance or a visa was obtained

3.1 Who completed the visa application form?

3.2 At which entry clearance post did you apply?

3.3 Were you interviewed by the Entry Clearance/Visa Officer?
Yes No

3.4 What reason did you give to the officer for you wanting to come to the United Kingdom?

3.5 What evidence of sponsorship did you produce?

3.6 How long did you intend to stay in the United Kingdom?

3.7 Did you have a job, studies or family to return to?
Yes No

If you answered yes to this question, please provide full details below

Employment;

Studies;

Family;

If you applied on entry

3.8 Please provide full details of your arrival as shown below.

On what date did you enter?

Where did you enter?

How did you enter?

Details of the passport used

Where is this passport now?

3.9 Please provide evidence of your entry in the form of an air, coach or ferry ticket.

3.10 Did you or anyone on your behalf speak to an Immigration Officer on your arrival? Yes No

3.11 What was the purpose of your journey to the United Kingdom?

3.12 Did you confirm this to the Immigration Officer?
Yes No

3.13 How long did you ask to stay?

3.14 What documentation did you produce to support this request?

If you entered the United Kingdom without valid leave.

3.15 Please provide full details of your arrival as shown below.

On what date did you enter?

Where did you enter?

How did you enter?

Details of the passport used

Where is this passport now?

3.16 Please provide any additional information, or comments below.

Section 4 - Your Family

4.1 Do you have a partner and /or children living with you in the UK?

Yes No

If you have answered yes to question 4.1 and they are applying at the same time for an extension of stay as your dependent(s), please give their details below. If this application is for your dependent only and they are applying at a different time from the main applicant they will need to complete form ECAA (Dep)

Name	Date of Birth	Relationship to you	Nationality

4.2 If your family remains abroad, do you provide financial support to them?

Yes No

If you have ticked YES **please enter the amount on the table at Section 7b Line 35**

If you have ticked No, please state why you do not and explain how they are being financially supported.

4.3 Did your spouse/child/partner enter the UK with a valid entry clearance as your Yes No dependent ?

If you have ticked NO, please state why in the space provided below

4.4 If you are applying for a child to remain in the United Kingdom as your dependent, and the other natural parent of that child does not currently live with you please state the current address of the other parent.

4.5 Have you provided a letter with the original envelope and postmark from the other parent of the child declaring their agreement to the child residing in the UK with you? Yes No

If you have ticked yes please label this letter Annex A

If you have ticked NO please provide an explanation of why that is the case in the space provided below.

4.6 If you have children residing with you in the United Kingdom, please provide the original Livret de Famille International for each child together with a certified English translation if appropriate.

Please label these as Annex B

➤ **Section 5 - Your Home**

5.1 Is your home in the United Kingdom;

a) Owned by you? Yes
No

b) Rented from a local authority?
Yes No

c) Privately rented by you? Yes
No

d) Owned or rented by a relative or friend?
Yes No

Other (please give details)

5.2 Do you pay any mortgage or rent for your home?

Yes No

If you have answered NO please go to question 5.3.

If you have answered YES, how much do you pay each month

£

(Only show your share of the rent if living in rented accommodation and provide your original tenancy agreement or mortgage statement as evidence.)

Please label agreement or statement as Annex C)

Now transfer this figure to the table at Section 7b line 9 or 10

5.3 You have advised at question 5.2 that you do not pay rent or mortgage payments. Please describe your current living arrangements in the space provided below. If you are living rent-free please provide a letter confirming this from your host. **Please label letter as Annex D**

5.4 Does your rent include council tax?

Yes No

If you have answered NO, please state how much council tax you pay per month and to which authority. Please provide your most recent original council tax bill. **Please label bill as Annex E**

£

Now transfer this figure to the table at Section 7b line 15

5.5 Does your rent include gas, electricity and water?

Yes No

If you have answered NO please state how much you pay per month and to which provider. Please provide your most recent original bills. **Please label bill as Annex F**

Now transfer these figures to the table at Section 7b line 11 to 13 inclusive

5.6 Please state the name, address and telephone number of your landlord

Section 6 - Your Business

6.1 Name, address and telephone number of your business.

6.2 Describe the type of work that you do or are proposing to do

6.3 On what date did you start your self employment?

6.4 Have you been trading for a full 12 months?

Yes No

If No Go to Questions 6.5 and 6.6

If Yes Continue to Question 6.7

6.5 Please explain why there has been a delay in starting your business

6.6 Please explain how you supported yourself prior to the date shown at question 6.3.
How did you obtain funds during this period and provide evidence to support this. **Please label as Annex G**

6.7 Do you obtain work through an agency?

Yes No

If Yes please provide their name address and telephone number, along with a letter confirming your registration with them. **Please label letter as Annex H**

If No go to question 6.8

6.8 Please describe how you advertise your business.

If you have an advertisement in publications such as Yellow Pages, Thompsons Local or trade magazines. Please provide evidence. **Please label as Annex I**
Please enter the amount you have paid for advertising at section 7b line 33

6.9 Are you working under the Construction Industry Scheme (CIS)?

Yes No

If No Go to question 6.12

If Yes Go to question 6.10 and 6.11

6.10 Please provide details of all contractors worked for, the type of job completed, your terms and conditions and materials provided,

- FLR - the last 12 months
- ILR - the last 4 years

At Section 8 there is a table showing the information required. If you have completed more than 2 contracts this year please continue on a separate sheet of paper and staple to the back of the completed form.

Please label as Annex J

6.11 Please provide a copy of your CIS Card.

Please label as Annex K

Enter your income from CIS work completed at section 7a line 2

6.12 Do you work as a domestic; this includes work such as cleaner, ironer, gardener, babysitter, and childminder or similar?

Yes No

If Yes Go to question 6.13

If No Go to question 6.15

6.13 Please provide a breakdown of your working pattern - For example Monday 9-10am Cleaning for Mr Jones, 12 The Hollies, SW2. £4.50 per hour, total charges £4.50. 11-12.30pm Ironing for Mrs Green 15 The Hollies SW2, £6.00 per hour. Total charge £9.00. and so on...

Please label as Annex L

6.14 Please provide letters from at least 2 people on your client list confirming the work that you do for them, along with their name, address home and mobile telephone number.

Please label as Annex M

6.15 If you do not work as a general labourer or domestic please state how many regular clients you currently have.

Provide letters from at least 2 clients confirming details of the work you have completed for them along with their name, address home and mobile telephone number. **Please label these as Annex N**

6.16 Please describe how your business has developed or is proposed to develop;

- Switching - please provide your detailed business plan
- FLR - please describe how the business has developed during the period of trading from the date declared at question 6.3 and today's date
- ILR - please describe how your business has developed over the last 4 years.

Please continue on a separate sheet if necessary.

6.17 Have you been out of the United Kingdom for any reason other than business Yes No
trips in the last 12 months if you are applying for FLR, or in the last 4 years if you are applying for ILR?

If No Go to question 6.18

If Yes Please explain reasons for trips out of the UK, and show the dates you were absent.

Please list on separate sheet and label as Annex O

6.18 Have you set up a business bank account in the United Kingdom? Yes No

If Yes Please provide original bank statements for

- FLR - The last 12 months
- ILR - The last 4 years

Summary and internet bank statements are not acceptable.

Please label as Annex P

If you are unable to provide these please give reasons.

6.19 If your self employment is affected by seasonal variations, such as gardening, building, roofing etc, please describe what actions you have taken to ensure you have sufficient income to cover these periods?

6.20 Do you own a car/van in the United Kingdom?

Yes No

If Yes, please enter the purchase cost and its running and maintenance costs at Section 7b Lines 18 to 22 then go to question 6.22

If No Go to question 6.21

6.21 If you do not have your own transport. Please explain how you travel to your place of self employment and transport your work equipment and materials. If you have public transport costs please enter these at Section 7b line 23 then go to question 6.22

6.22 If you have to purchase materials, supplies, and equipment **please enter these figures at section 7b line 24**

Go to question 6.23

6.23 Do you employ any staff?

Yes

No

If Yes provide a full staff list showing names and addresses of your employees and the date they started working for you. **Please label this list as Annex Q**

Then **record their wages at section 7b line 30** and go to question 6.24

If No go to question 6.25

6.24 Have you paid any employers liability tax and national insurance on behalf of Yes No your employees?

If Yes **please enter the details at section 7b line 36** and go to question 6.25

If No please state why not and go to question 6.25

6.25 Please submit business accounts prepared by a qualified accountant for;

- FLR - the last financial year.
- ILR - the last 4 years.

Please label these as Annex R

Go to question 6.26

6.26 Please submit evidence of your qualifications to undertake the work you are doing, including certified translations as appropriate. **Please label these as Annex S**

Go to question 6.27

6.27 If you are trading in the catering industry please submit evidence that you and your premises have been inspected by environmental health and you have the appropriate health and hygiene qualifications.

Please label these as Annex T

Go to question 6.28

6.28 Do you have public liability insurance?

Yes No

If Yes please provide your policy, **label as Annex U**

Enter the cost of the insurance at section 7b line 38

If No please explain why not.

6.29 If you are providing a childminding service from your own premises please provide details of your certification with the relevant Social Services Department.

Label as Annex V

Go to question 6.30

6.30 If you are paying yourself a wage, **please enter the monthly amount at section 7b line 25**

6.31 Please state if you are a sole trader, in a partnership, or a director of a limited company.

If you are in a partnership or a limited company, please provide your partnership agreement or Articles and Memorandum of Association and Certificate of Incorporation for the business. **Please label as Annex W**

Go to question 6.32

6.32 If you have employees, do you have employers liability insurance?

Yes No

If yes, please provide your policy, **Please label as Annex X**

Enter the cost of this insurance at Section 7b line 39

If No please explain why not.

6.33 If you previously had leave in the UK as an Au Pair, and you are now providing self employed babysitting/childcare services for the family you worked for as an Au Pair. Please provide a full list of the duties you undertook as an Au Pair and the duties you now undertake as a self employed childcarer. In what way is the work different?

6.34 Do you pay Corporation Tax?

Yes No

If yes, please provide

- FLR - Your most recent bill and proof of payment
- ILR - The last 4 years bills and proof of payment

Please label as Annex Y

Enter the cost of this tax at section 7b line 40

If you are liable for Corporation Tax and you have not paid it, please explain why below.

6.35 Do you pay VAT?

Yes No

If yes, please provide

- FLR - Your most recent bill and proof of payment
- ILR - The last 4 years bills and proof of payment

Please label as Annex Z

Enter the cost of this tax at section 7b line 41

If you are liable for VAT and you have not paid it, please explain why below

6.36 Please provide a copy of your tax returns submitted to the Inland Revenue for;

- FLR - for the last financial year
- ILR - for the last 4 years

Please label these Annex AA

6.37 If you are working as a chef in a shop that is not owned by you, please state why your work in this establishment is classed as self employed and not employed?

Section 7 - Your Finances

7.1 Are you receiving public funds?

Yes No

If No go to question 7.2

If Yes please explain which public fund you are receiving and how much per week **.Enter this figure at section 7a line 7**

For a list of Public Funds please go to notes following section 10

7.2 Do you intend to claim public funds in the future?

Yes No

If No go to question 7.3

If Yes please explain what you intend to claim and why.

7.3 Are you receiving any income from any other source such as friends or family? Yes No

If No go to question 7.4

If Yes please explain what income you are receiving, how much and how often. You will need to provide evidence that this money has been paid. **Label as Annex AB Then enter this figure at section 7a line 5**

7.4 Are you working in any other job apart from your self-employment?

Yes No

If No go to question 7.5

If Yes please provide details of the employment and evidence of your income such as wage slips, or a letter from employer. **Please label as Annex AC Enter this income at section 7a line 3**

7.5 Have you taken out any form of bank loan or other credit in order to build up the business? Yes No

If No go to question 7.6

If Yes please provide your original loan/credit agreement, a breakdown of the items purchased for the business with appropriate receipts and then account for any money not used for business items.

Please label as Annex AD

Enter the amount of your loan at section 7a line 4

7.6 Do you have a personal bank account in your name in the United Kingdom?
Yes No

If No go to question 7.7

If Yes please provide original bank statements covering

- Switching - from your arrival in the UK to today's date
- FLR - the last 12 months
- ILR - the last 4 years

Summary and internet bank statements are not acceptable

Please label as Annex AE go to question 7.8

7.7 Please give reasons why you do not hold an UK bank account in your own name.

If you are applying to switch in to the ECAA category you must provide evidence of funds available to you to commence trading and to support yourself until your business provides an income.

7.8 Provide a breakdown of your monthly spending on personal items at **section 7b lines 14,16 and 17** then go to question 7.9

This must be completed in order to accurately assess your application.

7.9 Do you pay interest or charges on your personal and/or business bank account? Yes No

If No go to question 7.10

If Yes **please enter this figure at section 7b line 37** then go to question 6.10

7.10 Do you pay for business premises?

Yes No

If No go to question 7.11

If Yes please provide the full address of your business and provide a copy of your tenancy agreement for your business premises, **Please label as Annex AF** Enter the cost of the rental at section 7b line 26 and go on to question 7.11

7.11 Provide evidence that you have paid National Insurance Contributions for the work you have done,

- FLR - the last 12 months
- ILR - the last 4 years

Please label as Annex AG Enter this figure at section 7b line 27

Go to question 7.12

7.12 Provide evidence that you have paid all tax due.

- FLR - the last 12 months
- ILR - the last 4 years

Please label as Annex AH Enter this figure at 7b line 28 in the tax paid or tax put aside column.

Go to question 7.13

7.13 Have you ever been or are you currently bankrupt in the United Kingdom?

Yes No

If No go to question 7.14

If Yes please provide details and dates and evidence of discharges,

Please label as Annex AI

Go to question 7.14

7.14 Do you intend to take or seek employment in the UK other than work for your Yes No business?

If Yes please provide details.

Section 7a - Evidence of Income

Income received for the period _____ to _____

In the following boxes you need to input details of all money received and indicate its source.

Please enter details of dates as follows.

- FLR - from the date you started trading up to today's date.
- ILR - for your last trading year.
-

Line Number	Item	Amount	Date received
1	Earnings from self employment		
2	Earnings from CIS employment		
3	Earnings from other employment		
4	Loan monies received		
5	Money from friends/relatives		
6	Start up capital		
7	Public Funds		
8	Other – Please explain		

Section 7b - Evidence of expenditure

Expenditure for the same period as shown at 7a

In the following boxes you need to enter the total outgoings for your whole family unit. In addition to the amounts shown below, you need to provide original evidence of the bills received and paid.

If you have not paid an outstanding bill or it is not due to be paid, please enter the amount in the amount due but not paid box and the date it falls due, this will ensure we have regard to all your liabilities.

If the liability was a one off payment during the period for example car tax bills then enter in the one off payment box.

If the liability is regular payments for example rent then enter in the amount per month box.

There are 3 boxes at the end of this table for you to enter any other liability not listed below at 9 - 41

Line	Item	Amount per month	One off payment	Date payment made	Amount due but not paid	Date this is due to be paid	Official use only
9	Rent						
10	Mortgage						
11	Gas						
12	Electric						
13	Water						
14	Phone						
15	Council Tax						
16	Food						
17	Personal Clothing						
18	Car Purchase						
19	MOT						
20	Car Tax						
21	Car Insurance						
22	Petrol/Diesel						
23	Bus/Rail travel						
24	Payments to suppliers						
25	Own wages						
26	Business premises rental						
27	Class 2 NI Contribut						

	ions						
28	Tax put aside						
29	Business rates						
30	Wages for an employee						
31	Accountant						
32	Payment for business plan						
33	Advertising						
34	Stationery						
35	Money you are sending abroad for the support of your family						
36	Employers tax and NI liability						
37	Bank Interest						
38	Public liability insurance						
39	Employers liability insurance						
40	Corporation Tax						
41	VAT						
42							
43							
44							

Section 8 - Personal History

This section must be completed by all applicants and must include information relating to any dependants included in this application. All questions in this section must be answered.

8.1 Do you or any dependants included in this application have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? **Yes** **No**

*If you have answered **Yes** to question 8.1 above please give further details below for each conviction - but first see **Note 1** below. Please continue on a plain sheet if you or any dependants have received more than one conviction.*

*If you have answered **no** to question 8.1 please go to question 8.2.*

Note 1

Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about that Act is given towards the end of this section.

First sentence

Name of person
sentenced

Nature of offence

Date sentenced

Sentence given

Country where
sentenced

Second sentence

Name of person
sentenced

Nature of offence

Date sentenced

Sentence given

Country where
sentenced

8.2 Have you or any dependants included in this application ever been charged or indicted inside or outside the UK with **Yes** **No**

a criminal offence for which you or any dependants included in this application have not yet been tried in court?

8.3 In times of either peace or war have you or any dependants included in this application ever been involved in, or suspected of involvement in, war crimes, crimes against humanity or genocide? (More information is given at the end of this section.)

Yes

No

For help in answering this question, please read the information on the next page.

8.4 Have you or any dependants included in this application ever been involved in, supported or encouraged terrorist activities in any country?

Yes

No

8.5 Have you or any dependants included in this application ever been a member of, or given support to an organisation which has been concerned in terrorism? (More information is given at the end of this section.)

Yes

No

8.6 Have you or any dependants included in this application ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?

Yes

No

8.7 Have you or any dependants included in this application engaged in any other activities which might indicate that you may not be considered a person of good character?

Yes

No

If you have answered **yes** to question 8.2, 8.3, 8.4, 8.5, 8.6 or 8.7 above please give further details in the space provided below. If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on 020 7840 6464 or by obtaining a free copy of their leaflet on 020 7840 6427.

DEFINITIONS

For the purposes of answering question 8.3, 8.4, 8.5, 8.6 or 8.7 the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at the following web-site:

<http://www.hmso.gov.uk/acts/acts2001/20010017.htm>. Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

Terrorist Activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purpose of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

Organisations concerned in terrorism

An organisation is concerned in terrorism if it:

- a. commits or participates in acts of terrorism,
- b. prepares for terrorism,
- c. promotes or encourages terrorism (including the unlawful glorification of terrorism), or
- d. is otherwise concerned in terrorism

Section 9 - Contractor details.

Please list starting with the most recent.

Contract No 1.

Dates worked: From _____ To _____

Name, address and telephone number of contractor:

Job description: for example, bricklayer, digger driver, electrician etc.
What hours per day did you work?

Did you set your own daily working hours or were they set by the contractor?

How often were you paid, hourly, weekly, monthly, one off payment at end of contract?

Did you tender a quote to the contractor for the job you have completed? If not how did you obtain the job?

Did you provide your own equipment plant or tools to complete the job? If so please state what you provided.

Did you purchase your own materials to complete the job? If so please state what you purchased.

Was your work controlled and supervised by the contractor?

Did you put any of your own money into the contract? If so how much and what for?

Were you paid by an agency?

Please provide your invoice, wage slip and/or CIS vouchers for this job.

Contract No 2

Dates worked: From _____ To _____

Name, address and telephone number of contractor:

Job description: for example, bricklayer, digger driver, electrician etc.
What hours per day did you work?

Did you set your own hours or were they set by the contractor?

How often were you paid, hourly, weekly, monthly, one off payment at end of contract?

Did you tender a quote to the contractor for the job you have completed? If not how did you obtain the job?

Did you provide your own equipment plant or tools to complete the job? If so

please state what you provided.

Did you purchase your own materials to complete the job? If so please state what you purchased.

Was your work controlled and supervised by the contractor?

Did you put any of your own money into the contract?

If so how much and what for?

Were you paid by an agency?

Please provide your invoice, wage slip and/or CIS vouchers for this job.

You must now complete Section 10

Section 10 - Declaration

- You must now read the declaration below and sign it. It must be signed by you (the applicant) and not by a representative or other person acting on your behalf.

I hereby apply for further leave to remain or indefinite leave to remain in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph. I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

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 the execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.

Signed:

Date:

Notes

List of Public Funds.

The following is a list of public funds as defined in the Immigration and Asylum Act 1999 and the Immigration Rules:

- Income based Jobseekers' Allowance (JSA);
- attendance allowance;
- severe disablement allowance;
- carers allowance;
- disability living allowance;
- income support;
- working tax credit;
- child tax credit;
- a social fund payment;
- child benefit;
- housing benefit;
- council tax benefit; or
- housing and homelessness assistance.
- state pension credit.

**Please return your form, with all supporting documentation to
HOME OFFICE
PO BOX 3468
SHEFFIELD
S3 8WA**

OFFICIAL USE ONLY

Annex	Item	Received	Not received	Not required
A	Letter from absent parent			
B	Birth certificates			
C	Tenancy agreement/Mortgage statement			
D	Letter from host - rent free			
E	Council Tax bill			
F	Gas/Electric/Water bills			
G	Funding evidence			
H	Agency registration			
I	Proof of advertising			
J	Contractor details			
K	CIS card and work confirmation			
L	Working pattern - Domestic			
M	Letters from client list			
N	Client confirmation			
O	Trips out of UK			
P	Bank statements - business			
Q	Staff list			
R	Business accounts			
S	Qualifications			
T	Environmental Health check/Qualifications			
U	Public Liability Insurance			
V	Social Services registration			
W	Partnership agreement/Articles of Associa			
X	Employers Liability Insurance			
Y	Corporation Tax			
Z	Vat bills and receipts			
AA	Tax returns			
AB	Other income			
AC	Wage slips			
AD	Loan agreement and receipts			
AE	Bank statements - personal			
AF	Business premises - tenancy agreement			
AG	National Insurance Contributions			
AH	Evidence of tax paid			
AI	Bankruptcy details			