

Exemption Competence Statement

All sections of this statement must be completed and the declaration signed by the adviser. Each adviser in an organisation should complete a statement.

Advisers should refer to the Commissioner's Guidance on Competence and the Commissioner's Code of Standards when completing this statement.

Full name of adviser: _____ Gender: _____

Also known as/ previously known as: _____

Date of birth: _____ Nationality: _____

Organisation's name and address: _____

Individual/ Unique email address*: _____

*This email address may be a business or personal address.

Proof of identity and of right to work

If you are a British national or European Union citizen, you must provide a legible copy of your passport or European Union identity card (with photograph and expiry date) as proof of identity and right to work.

If you are neither a British national nor a European Union citizen, you must provide a legible copy of your passport or driving licence (with photograph and expiry date) as proof of identity. To prove you have the right to work in the UK, you must provide a legible copy of your stamped passport or other relevant documents.

Advisers should send copies of the above documentation directly to the OISC. Please **DO NOT** forward original documents.

Levels and categories of advice

Please tick which levels and categories of advice, as taken from our Guidance on Competence, you wish to provide.

Please note that you only need to tick the highest level for each category within which you wish to provide advice and services.

Category of advice	Level 1	Level 2	Level 3
Asylum			
Applications for entry clearance, leave to enter or leave to remain			
Nationality and citizenship under UK law			
EU and EEA immigration law			
Detention, applications for temporary admission and bail			

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Requirement	Please tick	Signature
I confirm that I am aware of the work permitted at all of the levels I have requested to provide immigration advice and services at, as referred to in the Commissioner's Guidance on Competence.		
I confirm that I have read and understand my obligations in relation to all of the Commissioner's Codes and Rules.		

Ref.	Requirement	Achieved
Codes 17-23	I confirm that I have the knowledge and skills at all the levels and for all the categories within which I have requested to provide immigration advice and services, as referred to in the Commissioner's Guidance on Competence.	Yes/No

Please provide information that demonstrates that you meet this requirement, e.g. experience, qualifications, training courses, etc. Please ensure that you demonstrate your experience at all levels and in all categories in which you wish to provide advice.

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Declaration

In the last five years have you traded under a different name or been known by a different name?	Yes/No	If yes, give details:
Have you previously been registered with the OISC?	Yes/No	If yes, give details: Organisation reference: Adviser number:
Are you subject to any restrictions on your residence in or permission to work in the United Kingdom?	Yes/No	If yes, give details:
Do you have any criminal convictions?	Yes/No	If yes, give details:
Have you ever been a barrister, solicitor, advocate or member of ILEX, or been supervised by one of the above?	Yes/No	If yes, give details:
Have you ever been subject to disciplinary action or intervention by a designated professional body, e.g. The Law Society or Bar Council or overseas body equivalent to the OISC?	Yes/No	If yes, give details:
Are you prohibited by The Law Society's Rules (or equivalent) from being employed as a solicitor's clerk?	Yes/No	If yes, give details:
Have you ever been declared bankrupt?	Yes/No	If yes, give details:
Have you ever been disqualified or banned from being a director of a company?	Yes/No	If yes, give details:
Have you ever been refused a Legal Services Commission contract or had a contract with the LSC terminated?	Yes/No	If yes, give details:
Have you ever been refused a Community Legal Services Quality Mark or had the Quality Mark terminated?	Yes/No	If yes, give details:
Have you been sued by a client or made a claim on your professional indemnity insurance in the last five years?	Yes/No	If yes, give details:
Have you ever been disqualified from acting as a charity trustee?	Yes/No	If yes, give details:

Use additional sheets as necessary.

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I declare that the information I have given is true and correct to the best of my knowledge and belief.

I understand that the information given in this application form may need to be checked against the records of other agencies, including the Police, and I consent to this.

I give permission for the OISC to have access to any information held about me by The Legal Services Commission, The Law Society of England and Wales, The Law Society of Scotland, The Law Society of Northern Ireland, The Institute of Legal Executives, The General Council of the Bar, The Faculty of Advocates or The General Council of the Bar of Northern Ireland.

I undertake to notify the OISC of any material changes in the information I have given in this application.

I understand that any false statement or deliberate omission in the information I have given could result in the application being refused.

Signature: _____

Date: _____

New advisers applying for registration or exemption

The OISC is currently undergoing technical difficulties regarding its website and therefore you will be unable to complete the Codes and Rules assessment via the OISC website.

Advisers who are new to OISC regulation are asked to print off from the website the document entitled 'Codes and Rules Declaration Document' and submit this with their completed competence statement.