



Continued Registration Application Form

Office of the Immigration Services Commissioner



Organisation Details

Name of organisation

OISC Reference Number (office use only)

Main address:

Postcode:

Telephone number:

Fax number:

Email address:

Website address:

Additional contact number:

Mobile number:

Please tick one box to indicate nature of premises

Residential

Commercial

Main point of contact (the person who will be the contact for the application and audit process, and to whom OISC information should be sent)

Please print name and position in organisation

Contact number

Contact address

(If different from above)

Level and category of registration

In each category, please tick the highest level at which your organisation provides (or now wishes to provide) immigration advice or services.

Definitions of the levels and categories are given in the Guidance on Competence which is available from the OISC or from our website at www.oisc.gov.uk.

Category of Work	Level 1 General	Level 2 General Casework	Level 3 Specialist
Asylum			
Applications for, or for variation of, entry clearance or leave to enter or remain			
Nationality and citizenship under United Kingdom law			
Citizenship of the EU, admission to and residence in Member States, under Community law or EEA law			
Application for release from detention			

Advisers' details

Please provide details of all advisers currently providing immigration advice or services.

Please note that each individual adviser must also complete a **Competence Statement** - detailing their knowledge, competence and access to resources - with this application.

Adviser's full name	Date and place of birth	Gender	Job title
1.			
2.			
3.			
4.			
5.			
6.			

Please provide details on all other staff, including temporary and fixed-term staff, that you have employed since your last registration with the OISC.

Adviser's full name	Date and place of birth	Gender	Job title
1.			
2.			
3.			
4.			

Please attach additional sheets, if necessary

Compliance with the Codes and Rules: Required documents

This section asks you to provide current information about your organisation relating to the Commissioner's Codes and Rules. Please refer to these documents when completing this section.

Please complete the table below and enclose the information requested.

Code/ Rule	Requirement of Code/Rule	Action (please tick box for yes or use space explain why it is not included)
Code 22	To have a training plan which must be documented and regularly reviewed. The plan, where appropriate, must include details of staff training for each adviser.	I have included a copy of a training plan for every adviser for the coming year.
Code 52	To have management policies and structures in place, including a statement showing how the service is organised, including the decision-making process.	I have included a copy of the structure of my organisation including any new staff members.
Codes 52 - 53	To have an annual business plan and a system for financial and management control.	I have included a copy of my business plan.
Code 65, Rule 20	To have audited or certified and otherwise verified business accounts.	I have included a copy of my most recent audited or certified and otherwise verified business accounts.
Codes 67-69	To have adequate indemnity insurance.	I have included a copy of my current insurance certificate.
Rules 6-8	Information on a registered person's fees must be given to the client in advance of any fee being charged or work being done.	I have included a copy of my latest fee scale.

Compliance with the Codes and Rules Declaration

Please indicate, by ticking the relevant boxes, that your organisation has all the required documentation listed below and that you have reviewed these documents since your last registration. Please provide the date or dates when this was undertaken. Where changes have been made, please indicate this and submit the revised document.

Code/Rule	Requirement	Date of review	Changes made and a copy included	Not applicable because
Code 14	Confidentiality policy			
Codes 17-23	Resources and training			
Codes 24-28	Supervision procedures			
Codes 29-31	Equal opportunities			
Code 33	Client care letter			
Codes 48-51	Complaints procedure			
Code 52 c)	Financial control and management statement			
Code 52 d) and e)	Job descriptions for all staff and induction programme for new staff			
Codes 57-58	System for managing staff			
Codes 60-66	Financial management systems and procedures for business and client accounts			
Codes 91-95	Use of experts procedure			

Continued registration fees

- The registration (application) fees collected by the OISC are determined by the Home Office under statutory powers and must accompany all applications.
- There is no express power to refund fees in respect of withdrawn or unsuccessful applications and the Home Office advises that refunds will only be made in exceptional circumstances.
- Applicants are accordingly advised to satisfy themselves that they meet the OISC's application criteria.
- If an organisation has doubts about this, it may wish to consult the OISC before making a formal application.
- The scale of fees is set by Statutory Instrument 2004 No. 802.

The Immigration Services Commissioner (Registration Fee) Order 2002 is:

Level	Number of advisers	Continued registration fee
1	n/a	£555
2 & 3	1 to 4	£1,250
2 & 3	5 to 9	£1,550
2 & 3	10 and over	£2,050

Cheques for the full amount indicated above should be made payable to: The Office of the Immigration Services Commissioner.

Payments by BACS are accepted. Please quote your organisation's name and reference number when sending BACS payments.

Sort Code: 30-95-26

Account no: 00585765

Bank: Lloyds TSB

Declaration

In making this application, I agree the following on behalf of the applying organisation:

1. I have read the Commissioner's Code of Standards and Rules and agree to abide by the Commissioner's Code of Standards and Rules **in full**.
2. The Commissioner may undertake any necessary checks to establish our fitness, competence and compliance with the Commissioner's Codes and Rules.
3. I will notify the Commissioner of any changes to the organisation immediately and, where indicated in the Codes and Rules, before the changes are implemented.
4. The fee paid to process this application is non-refundable.

Compliance with all of the Codes and Rules will be checked when the organisation is audited, including those for which documentation has not been requested at this stage.

Signed on behalf of the applicant organisation by an authorised signatory:

Signature _____

Print full name _____

Position in organisation _____

Date _____

Check that you have a complete application

When you are satisfied that you have fully completed this application pack, provided all the information required and documentation requested, you should then check your application against the check list on the following page. If all is in order and you wish to make an application for continued registration, you should sign the declaration.

Please DO NOT submit your application if it is not complete.

If you submit an incomplete application, we will write to you telling you what information and/or documentation you did not provide. You will then have 28 calendar days to provide the missing information/documentation. If you fail to provide this material after 28 calendar days, we will write to you again. After that second letter you will have a further 14 calendar days to provide the material.

If, at the end of the 14-day period, you have still not provided the information and/or documentation or provided a reasonable explanation as to why the material cannot or does not need to be produced, your caseworker will take into account your failure to comply with the application requirements and may refuse your application.

Please note that application fees are rarely refunded, and then only in exceptional circumstances. This does not include applications that are refused.

Completed application packs should be submitted to the OISC at the following address:

Central Services
The Office of the Immigration Services Commissioner
5th Floor
Counting House
53 Tooley Street
London
SE1 2QN

Application check list

Declaration

The documents below must be submitted with your application. Please ensure that you sign the declaration below.

- | | Please tick |
|--|--------------------------|
| 1. Completed application pack | <input type="checkbox"/> |
| 2. Application fee | <input type="checkbox"/> |
| 3. Competence Statement for each adviser, with proof of identity
and proof of right to work where necessary | <input type="checkbox"/> |
| 4. Training plan for each adviser | <input type="checkbox"/> |
| 5. Statement showing the structure of organisation | <input type="checkbox"/> |
| 6. Business plan with cash flow / funding forecast | <input type="checkbox"/> |
| 7. Annual accounts | <input type="checkbox"/> |
| 8. Professional indemnity insurance certificate | <input type="checkbox"/> |
| 9. Fee scale | <input type="checkbox"/> |

I have included with my application all of the above documents. I have also reviewed all of the organisation's policies and procedures and can confirm that my organisation is compliant with all of the Commissioner's Codes and Rules. I understand that if I submit my application and the above information is not supplied or the organisation has been found not to have complied with the Codes or Rules, this application for continued registration may be delayed and/or refused.

Signature

Print Name

Date

Competence Statements

- Please detach the Competence Statements found in this section.
- A Competence Statement must be completed and submitted for each adviser who wishes to provide immigration advice or services.
- Advisers who were registered by the Commissioner with the last application for registration must complete the **Continued Registration Competence Statement** on pages 13 to 17.
- Advisers who were not considered in the last application for registration must complete the **Registration Competence Statement for New Advisers** on pages 18 to 22.

Please photocopy the blank statements as required.

Please ensure that each adviser indicates clearly at which level and in which categories they wish to provide immigration advice and services.

Continued Registration 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. Please complete the New Adviser Competence Statement if you were not registered with this organisation in the previous application.

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

Full name of adviser: _____ **Gender:** _____

Also known as/ previously known as: _____

Date of birth: _____ **Nationality:** _____

Organisation's name and address: _____

Proof of identity

(Please tick as appropriate)

I provided the Commissioner with proof of my identity in my last application.

or

I have changed my name and/or other details since my last registration and I enclose a copy of my new proof of identity.

or

I enclose a copy of my proof of identity for your records.

Proof of right to work in the UK

I provided the Commissioner with proof of my right to work in the UK in my last application and it is still valid.

or

I had time restrictions on my right to work in the UK in the last application and I enclose continuing proof of my right to work in the UK.

or

I enclose a copy of my right to work in the UK.



Continued Registration Competence Statement

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

If you are applying at a higher level than your previous registration, please only tick the highest levels at which you now wish to work.

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			

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.		

Continued Registration Competence Statement

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
<p>Please provide information that demonstrates that you meet the requirement (e.g. experience, qualifications, training courses, etc) for any new levels or categories applied for.</p> <p>If you are applying at the same levels and categories, please provide details of the experience, qualifications, training courses, etc you have gained or attended during your last registration year.</p>		



Continued Registration Competence Statement 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:

Continued Registration Competence Statement Declaration

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 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 : _____



Registration Competence Statement - New Advisers

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, the Commissioner's Code of Standards and the Commissioner's Rules when completing this statement.

Full name of adviser: _____ **Gender:** _____

Also known as/ previously known as: _____

Date of birth: _____ **Nationality:** _____

Organisation's name and address: _____

Proof of identity

We require a legible copy of proof of identity containing a photographic image of the applicant (including relevant expiry date). Acceptable documents include the following:

- Passport
- Driving licence
- European Union identity card (where appropriate)

Proof 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 as proof of right to work.

If you are neither a British National nor a European Union citizen, you will need to provide a copy of your stamped passport or other relevant documents to prove your right to work in the UK.

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

Registration Competence Statement - New Advisers

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

Please note that you only need to tick the highest level in 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			

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.		



Registration Competence Statement - New Advisers

Ref.	Requirement	Achieved
Codes17-23	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
<p>Please provide information that demonstrates that you meet the requirement (e.g. experience, qualifications, training courses, etc) for any new levels or categories applied for.</p>		

Registration Competence Statement 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:
Declaration		



Registration Competence Statement Declaration

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 : _____