

## **TO PERSONS SEEKING ENTRY INTO THE UNITED KINGDOM AS THE SOLE REPRESENTATIVE OF AN OVERSEAS FIRM**

The Immigration Rules provide that sole representatives of overseas firms, which have no branch, subsidiary or other representative in the United Kingdom are not required to obtain a work permit. Such a person does, however, require prior entry clearance (visa/entry certificate) for which application must be made at the British Embassy, Consulate or High Commission overseas

In order to apply for a visa as a sole representative the relevant visa application form (VAF2) should be completed and must be submitted along with the requirements stated below:

- a. Full description of the company's activities with details of the company's assets and accounts including full details of the company share distribution for the previous year;
- b. The company's full plan to set up a commercial presence in the United Kingdom;
- c. The applicant's job description, salary and contract of employment while in the United Kingdom
- d. Confirmation that the applicant is fully familiar with the company's activities and has full powers to negotiate and take operational decisions without reference to the parent company;
- e. A notarised statement from the company that the applicant will be their sole representative in the United Kingdom and that they have no other branch, subsidiary or representative there;
- f. A notarised statement confirming that the company's operations will remain centred overseas;
- g. A notarised statement that the applicant will not engage in any other business
- h. The applicant's passport.

If the applicant wishes to take his/her spouse and children under the age of 18 we shall also need to see their passports, the marriage certificate and the children's birth certificates because they will also require entry clearances.



It may also be necessary to interview the applicant but we will let him know once we have examined the application and supporting documents.

The application may also need to be referred to the Home Office in London for a decision, which will take some time depending on what enquiries they have to make. Once again, we will not know whether this will be necessary until the application has been carefully examined.

If the applicant is successful he/she will, on entry to the United Kingdom, be given leave to enter for 2 years initially. At the end of that time he/she may apply to the Home Office for an extension of stay.

*Revised 24<sup>th</sup> April 2008*