

## OUR SERVICES

We undertake a range of Immigration Services to a variety of clients ranging from private clientele to SMEs and multinational companies. We offer a diverse range of pricing structures depending on the nature and complexity of the case.

We have set out below the typical Immigration Applications with a range of our average fees.

## FEES INFORMATION

In Immigration cases, our fee structure is largely based on an Agreed Fee, payable in advance of any work being conducted and is non-refundable. In Judicial Review cases, we are able to offer a 'low fee no win'.

Our professional fees are in addition to the Home Office Application fees, Appointment submission costs, Immigration Health Surcharge costs, additional Home Office fees and any required translation or courier costs.

Applicants may also incur costs for other disbursements such as Tuberculosis testing and English Language Test Certificates. Please note that this is not an exhaustive list of all possible costs.

## REPRESENTATIVE OF AN OVERSEAS BUSINESS [SOLE REPRESENTATIVE VISA]

### Overview

- ❖ Employees of Overseas Businesses may apply for Immigration permission to enter the UK:
  - As a sole representative to establish a branch or subsidiary of that business in the UK; or
  - As an employee of an overseas newspaper, news agency or broadcasting organisation.

### Our Fees

- ❖ Our fees cover all work\* required to submit an Application to the Home Office at a fixed fee between £3,500 -£5,000.
- ❖ Fees are inclusive of Business Plans.
- ❖ No VAT is charged or payable for Entry Clearance Applications.

- ❖ If an Extension Application and the Applicant is an UK resident, VAT shall be chargeable.

## Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We can handle the payment of the disbursements on your behalf to ensure a smoother process.
- ❖ The likely disbursements are:
  - Application Fees:
    - Home Office's Fee: £610.00
  - NHS Immigration Healthcare Surcharge: £400.00 *per year*
  - Biometric Enrolment Fee: £19.20
  - UKVCAS Fees: Depends on the Application Centre, can range between £0.00 - £200.00
- ❖ Up to date fees can be found at: <https://www.gov.uk/government/publications/visa-regulations-revised-table/2020>

## What services are included

- ❖ The work will involve:
  - File opening/Archiving;
  - All correspondences, emails, routine letters, telephone/video calls and meetings;
  - All inherent Administrative works;
  - Continuously assessing and advising the case;
  - Preparation of the Application Form;
  - Submission of the Application Form
  - If necessary, liaising with the Business Plan writer;
  - Advising on Dependants and the associated works and fees;
  - Providing a Checklist of required supporting/evidential documents;
  - Facilitating with ascertaining the supporting/evidential documents;
  - Where possible, providing Templates of how the supporting documents should appear to be in compliant with the Immigration provisions;
  - Preparing a comprehensive and legally orientated Cover Letter & Submissions, which shall include comprehensive Factual and Legal Submissions;

- Arranging Application Appointment;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ \*Our fee assumes that:

- This a new Application and no previous Applications had been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arise.
- Telephone/video calls, emails, social media messages are limited to reasonable enquiries.

❖ \*The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application. We will advise you if further work is required and the increase in our charges.
- Where the Home Office refuse your Application, advice and assistance in relation to any Appeal steps.

### Processing timeframe

- ❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
- ❖ We cannot guarantee how long the Home Office will take to process your Application; however, you should get a decision within 3 weeks of attending your appointment at the visa application centre.
- ❖ There are optional priority fees which can expedite the processing period.
- ❖ Please see link for up to date timescales for Entry Clearance Applications:  
<https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk>.

### VAT

As mentioned in each Immigration category, if the Applicant is a UK resident, the fees will attract VAT. VAT is currently charged at 20%.

### ADDITIONAL DISBURSEMENTS

For each Application, we have clarified the main disbursements. The actual disbursement fees would depend on the Application type.

A list of the applicable Home Office fees can be obtained from the website: <https://www.gov.uk/government/publications/visa-regulations-revised-table/2020>.

As well as the Home Office Application fees, associated Appointment submission costs, Immigration Health Surcharge costs, UKVCAS costs and any required translation or courier costs, Applicants may also incur costs for the following (please note, however, that the below is not an exhaustive list of all possible costs and they do not apply to every type of Application):

- **Criminal Record Certificate:**

- Applicants applying from outside of the UK will be required to obtain a Criminal Record Certificate from any country where he or she has lived for more than 12 months (whether continuously or in total) in the last ten years while aged 18 or over.
- Costs for a Criminal Record Certificates will vary depending on the country from which they are obtained and will typically cost between £45.00 - £100.00.

- **Evidence of English Language:**

- Applicants may also be required to demonstrate their English language level by sitting a Home Office-approved English language test or obtaining documentation from UK NARIC to confirm that their degree was taught in English and it at least the equivalent of a UK Bachelor's degree.
- The cost of the English language test will vary depending on the country where the test is taken and the course provider, however these costs are typically £200.00. The UK NARIC documentation will cost from £125 plus VAT, depending on the timescales and documentation required.

- **Tuberculosis Testing:**

- If the Applicant is requesting a visa with a duration of more than six months and the application is being made from outside of the UK, where the Applicant has been living in a tuberculosis-prevalent country for more than six months within the last 12 months, the applicant will also be required to obtain a certificate from a Home Office-approved tuberculosis testing clinic.
- The cost of the Tuberculosis Test will vary from clinic-to-clinic; however, it is likely to cost from £50.00. A list of countries where a TB Test is required can be found at the link: <https://www.gov.uk/tb-test-visa>.

- **Subject Access Request:**

- As part of the preparation of your Application, you may wish to request your immigration records from the Home Office.
- Such a request is known as a "Subject Access Request" and there is no charge to obtain your records.

- **Life in the UK Test:**

- Applicants for Indefinite Leave to Remain must sit and pass the Life in the UK test prior to the submission of their Application for Indefinite Leave to Remain.
- The Life in the UK Test Fee is £50.00.
- Applicants may also wish to purchase the Life in the UK textbook and other kinds of study material. The cost of the textbook and study material will vary depending on where they are purchased.

## **TIMESCALE**

For each Application, we have clarified the timescales entailed.

The timescales entailed are dependent on:

- (i) Application type
- (ii) Individual circumstances of each Application and the
- (iii) Visa expiry date

We will keep you fully updated of the progress of the Immigration Application.

## **EXPERIENCE & QUALIFICATIONS**

All work will be undertaken by Waleed Hassan who is the firm's Director and Principal Solicitor with over 10 years experience in Immigration Law and Practice.