

**APPLICATION FOR
AN EXTENSION OF STAY IN THE UK
AND FOR A
BIOMETRIC IMMIGRATION DOCUMENT
AS
A RETIRED PERSON
OF INDEPENDENT MEANS
OR FOR
AN EXTENSION OF STAY IN THE UK
AS
A REPRESENTATIVE OF AN
OVERSEAS BUSINESS**

In accordance with paragraph 34 of the Immigration Rules, this is a specified form for the purpose of the Immigration Rules as of 1 October 2009 and must be used for all applications made on or after that date for the purposes stated on this page and listed in section 3.

You also need the separate guidance documents listed below, which you should read before making your application:

- *FLR(BUS) guidance notes (version 10/2009)*
- *UKBA photograph guidance (version 04/2009)*

If you do not already have these documents, you can get them from our website at www.ukba.homeoffice.gov.uk or by calling 0870 241 0645.

Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the version which must be used when you are ready to apply.

Applications on this form may be made by post or courier.

If you apply by post, you must send your application to the following address:

**UK Border Agency
Leave to Remain - FLR(BUS)
PO Box 495
Durham
DH99 1WR**

*Retired person
of independent
means*

and

*Biometric
immigration
document
(Identity card
for foreign
nationals)*

*Representative
of an overseas
business*

PAYMENT GUIDANCE

THE FEE

If you are a single applicant on form FLR(BUS) and no dependants are applying with you, there is a fee of **£800** for applications made by post or courier.

The premium service at our Public Enquiry Offices is not available for applications on form FLR(BUS).

If one or more dependants are applying with you, the fee increases by **£50** for each dependant applying as shown in the table below.

Number of applicants	Fee
Yourself and 1 dependant	£850
Yourself and 2 dependants	£900
Yourself and 3 dependants	£950
Yourself and more than 3 dependants	Add £50 to the amount above for each additional dependant

Please note that your application will be rejected as invalid if you do not pay the specified fee.

WHO MAY APPLY WITH YOU?

You may include your spouse, civil partner, unmarried or same-sex partner and/or children under the age of 18 if they are applying as your dependants. But they must pay the specified fee if they apply separately.

Children aged 18 or over may not be included. They must apply individually and pay the specified fee in each case.

HOW CAN YOU PAY?

You must pay by one of the methods specified below.

Please note that your application will be rejected as invalid if you pay by any other method.

- Cheque
- Postal Order
- Credit card - Visa (including Electron) or MasterCard only
- Debit card - Delta, Maestro* (including Solo)
- Banker's draft

Please don't send cash.

* **Maestro** - we will only accept Maestro cards issued in the UK.

CHEQUES AND POSTAL ORDERS

You must make the cheque or postal order payable to **Home Office Leave to Remain** and cross the cheque or postal order(s) **A/C Payee only**.

Write the full name, nationality and date of birth of the main applicant on the back of each cheque and/or each postal order and keep the postal order stub(s).

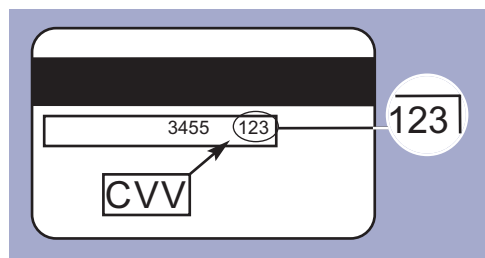
Make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

Attach your cheque or postal order(s) to the front of the application form.

COMPLETING THE PAYMENT DETAILS PAGE

To ensure that your payment is processed without any delay, please note the points below when completing the payment details.

- 1** This should be the full name of the main applicant as given in his or her passport or travel document.
- 2** Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.
- 3-4** The address at **3** should be the contact address in the UK for any correspondence. If it is not your home address (eg a solicitor or other authorised immigration adviser may be submitting the application), give the contact name at **4**.
- 8-12** Complete only if paying by card.
- 11** The card security number is a three-digit security code known as the card verification value (CVV). It consists of the last three numbers on the signature strip on the back of the card as shown below.



If you do not provide the CVV number, we cannot take the payment and your application will be rejected as invalid.

- 12** It is the cardholder as named on the credit or debit card who must sign and date.

If you are producing a double-sided copy of this application form, please include this page and make sure it falls on the reverse of the payment details page in the two-sided copy.

For administrative reasons, it's important that the rest of the form begins with Section 1 - Applicant's Details facing upwards.

SECTION 3 - WHICH CATEGORY?

Please tick a box below to show us the category in which you are applying for an extension of stay in the UK and, if you are applying as a retired person of independent means, to confirm that you are also applying for a biometric immigration document.

Retired person of independent means and biometric immigration document

Representative of an overseas business

SECTION 4 - IDENTITY CARDS FOR FOREIGN NATIONALS

Do not complete this section if you are applying as a representative of an overseas business.

If you are applying as a retired person of independent means, it is mandatory to complete this section as required. **Please note** that this application will be invalid if you do not do so.

See **Note 1** about identity cards for foreign nationals.

Note 1 In accordance with regulations 3 and 4 of the Immigration (Biometric Registration) (Amendment) Regulations 2009, anyone applying for an extension of stay in the UK as a retired person of independent means must also apply for a biometric immigration document, otherwise known as an identity card for foreign nationals. This also applies to applications at the same time by any dependants of the main applicant. For information about identity cards for foreign nationals, please see the separate FLR(BUS) guidance notes (version 10/2009), which you should read before completing this form.

4.1 Have you used any name(s) other than the one given at 1.4 in section 1 of this application form in previous UK immigration applications made in the UK or abroad? Yes No

If **yes**, go to 4.2. If **no**, go to 4.3.

4.2 Please give the details specified below. The name in each case should be that in which the application was made. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which you made the application	Date of application	Country in which application was made	British diplomatic post if application made abroad

4.3 Have you had your fingerprints taken as part of a previous UK immigration application made in the UK or abroad? Yes No

If **yes**, go to 4.4. If **no**, go to 4.5.

4.4 Please give the details specified below in each case. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which your fingerprints were taken	Date on which they were taken	Place at which they were taken	British diplomatic post if they were taken abroad

Dependants applying with you

4.5 Are any dependants applying with you? Yes No

If **yes**, go to 4.6. If **no**, go to section 5.

SECTION 4 - IDENTITY CARDS FOR FOREIGN NATIONALS

4.6 Have any of the dependants applying with you used any name(s) other than the one(s) given in section 2 of this application form in previous UK immigration applications made in the UK or abroad? Yes No

If **yes**, go to **4.7**. If **no**, go to **4.8**

4.7 Please give the details specified below. The name in each case should be that in which the application was made. If you need more space, continue on a separate sheet and enclose it with this application form.

Dependant's full name	Date of application	Country in which application was made	British diplomatic post if application made abroad

4.8 Have any of the dependants applying with you had their fingerprints taken as part of a previous UK immigration application made in the UK or abroad? Yes No

If **yes**, go to **4.9**. If **no**, go to **4.10**.

4.9 Please give the details specified below in each case. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which the dependant's fingerprints were taken	Date on which they were taken	Place at which they were taken	British diplomatic post if they were taken abroad

Children under 16 applying with you

4.10 If any children under the age of 16 are applying with you, will they be accompanied by you when they have their fingerprints and/or photograph taken? Yes No

4.11 If the answer to **4.10** is **no**, please explain the reason below and provide details of the responsible adult who will be accompanying the child(ren). See **Note 2**.

Name of responsible adult	Date of birth	Place of birth	Relationship to child(ren)

Note 2 Under the biometric registration regulations, any child under the age of 16 who is required to apply for a biometric immigration document must have their fingerprints and/or a photograph taken in the presence of a responsible adult who is the child's parent or guardian, or another person who for the time being takes responsibility for the child.

Where dependants of the main applicant are also required to apply for a biometric immigration document, all applicants will normally have their fingerprints and/or photograph taken on the same day. This means that you and any children applying with you will normally be expected to attend together. If there is any reason preventing you from accompanying any child under the age of 16, you must nominate the responsible adult who will be accompanying them.

The responsible adult accompanying any child under the age of 16 will need to provide an acceptable form of identification, such as a passport or driving licence. If that person is not the parent or guardian of the child, they must have a letter confirming that they are a responsible adult who has a close connection to the child and has been authorised to accompany him or her.

SECTION 5 - YOUR HOME AND FINANCES

- 5.1 Is your home in the UK:
- a) owned by you? b) rented from a local authority or housing association by you? c) privately rented by you?
- d) owned or rented by a relative or friend? e) other? Give details below

- 5.2 Do you or your partner, or both, pay any rent or mortgage for your home? Yes No If so, how much do you pay each month? £

- 5.3 Are you working in the UK? Yes No If so, what is your pay each month after income tax and other deductions? £

- 5.4 Are you receiving any public funds? Yes No

The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 5.4, you must tick the relevant box(es) to show which of these are being received.

- | | | |
|------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------|
| Attendance Allowance <input type="checkbox"/> | Employment and Support Allowance <input type="checkbox"/> | Severe Disablement Allowance <input type="checkbox"/> |
| Carer's Allowance <input type="checkbox"/> | Health in Pregnancy Grant <input type="checkbox"/> | Social Fund Payment <input type="checkbox"/> |
| Child Benefit <input type="checkbox"/> | Housing Benefit <input type="checkbox"/> | State Pension Credit <input type="checkbox"/> |
| Child Tax Credit <input type="checkbox"/> | Housing or Homelessness assistance <input type="checkbox"/> | Working Tax Credit <input type="checkbox"/> |
| Council Tax Benefit <input type="checkbox"/> | Income-based Jobseeker's Allowance <input type="checkbox"/> | |
| Disability Living Allowance <input type="checkbox"/> | Local authority accommodation <input type="checkbox"/> | |

SECTION 6 - PERSONAL HISTORY

If you have answered **yes** to question **6.2, 6.3, 6.4, 6.5, 6.6** or **6.7** on the **previous page**, you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.

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 questions **6.3** to **6.7**, 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 www.opsi.gov.uk/acts/acts2001/20010017 or 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 on behalf of yourself and any dependants who are applying with you.

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 purposes 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 commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

SECTION 7 - PHOTOGRAPHS

It is mandatory to provide the relevant photographs specified below, and for each photograph to comply with the mandatory format requirements specified in the separate photograph guidance provided with this form.

Please note that this application will be invalid if you do not provide the photographs or if they do not comply with the specified mandatory format requirements.

Tick the relevant box(es) to confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

Two recent identical passport-size photographs of yourself with your full name written on the back of each photograph. Please see the separate photograph guidance on the approved format.

Two recent identical passport-size photographs of each dependant included in section 2 and applying for an extension of stay in the UK with you, with their full name written on the back of each photograph.

SECTION 8 - DOCUMENTS

You must provide the documents specified below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the relevant boxes to show the documents you are providing. They must be originals.

All applicants must provide the relevant documents specified in 8A.

You must also provide the relevant documents specified in 8B or 8C for the category in which you are applying.

Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form.

8A All applicants

Passports and immigration documents

Your current passport or travel document. If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.

The current passport(s) or travel document(s) for each dependant included in section 2 and applying for an extension of stay in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.

Your identity card for foreign nationals if you have been issued with one since entering the UK. See **Note 4**.

The identity cards for foreign nationals for each dependant included in section 2 and applying for an extension of stay in the UK with you if they have been issued with them since entering the UK. See **Note 4**.

Note 4 *Identity cards have been issued to certain foreign nationals since 25 November 2008 when they have been given permission to remain in the UK. Unless reported lost or stolen, they should be enclosed with any application for further permission to remain in the UK.*

Your police registration certificate if you have been asked to register with the police.

The police registration certificate(s) of each dependant included in section 2 and applying for an extension of stay in the UK with you if they have been asked to register with the police.

SECTION 8 - DOCUMENTS

Your finances

- Evidence of your finances.** Bank statements, building society savings books, pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds (see **Note 5**).

Note 5 *The documents showing the finances available to you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.*

8B Retired person of independent means

If you are applying for an extension of stay as a retired person of independent means, in addition to the relevant documents in **8A**, you must provide the following documents:

- Evidence that you have made the UK your main home since you were given leave to enter or remain as a retired person of independent means.** This is best provided in the form of all the passports you have held during this period. You should also provide a list of your movements in and out of the country during this period.
- Evidence that you have had an income of your own of not less than £25,000** each year which is under your control and disposable in the UK.

8C Representative of an overseas business

If you are applying for an extension of stay as a representative of an overseas business, in addition to the relevant documents in **8A**, you must provide the following documents:

- Confirmation from the parent company** that its headquarters and principal place of business remain outside the UK and that it wishes to continue to employ you as previously.
- Evidence that either a registered branch or wholly-owned subsidiary has been established in the UK.** In the case of a registered branch this evidence should be provided by means of a Companies House Certificate of Registration. In the case of a wholly-owned subsidiary this evidence should be provided by means of a Companies House Certificate of Incorporation, together with either a copy of the share register or a letter from the company accountants confirming that all shares are held by the parent company.
- Evidence that you are employed full-time as a representative of an overseas business.** This is best provided in the form of documents such as a P60 and pay slips for the last three months.
- Evidence that the UK operation is active.** Such evidence may take different forms according to the nature of the business. If there are accounts for the business, you should provide these; you should also provide copy invoices, contracts and business letters.

SECTION 9 - DECLARATION

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

It is mandatory for the declaration to be signed.

Please note that this application will be invalid if it is not signed as specified above.

I hereby apply for an extension of stay 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 confirm that the photographs submitted with this form are a true likeness of myself and any dependants who are applying with me, as named on the back of each photograph, and that I have had the opportunity to see the UK Border Agency (UKBA) photograph guidance.

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 UKBA.

If I am applying as a retired person of independent means, as required to do so by the Immigration (Biometric Registration) Regulations, I confirm that I also apply for a biometric immigration document for myself and any dependants applying with me. I understand that UKBA may make enquiries about any responsible adult nominated by me to be present when any child under the age of 16 applying with me has their fingerprints and/or a photograph taken.

I understand that all information provided by me to UKBA will be treated in confidence; that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions; and that, if such bodies provide UKBA with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent fraud and money laundering. I am also aware that such agencies may provide UKBA with information about me. And I note that the UKBA website contains details explaining when information may be passed to or from fraud prevention agencies and how that information may be used.

I understand that documents provided in support of this application will be checked for authenticity; and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the United Kingdom.

I understand that UKBA may also use the information provided by me for training purposes.

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 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.

Signature

Date

PHOTOGRAPHS AND DOCUMENTS CHECKLIST

Please complete this part of the form to help us check that we have received your photographs and documents. At "A", tell us how many of each of the listed items you are providing with your application. At "B", list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form. All documents must be originals.

A.	Listed items	How many?
	Photographs of yourself	
	Photographs of any dependants applying	
	Passports and/or travel documents	
	Police registration certificates	
	Bank statements	
	Building society savings books	
	Pay slips (representative of an overseas business only)	
	Letter from employer (representative of an overseas business only)	

B.	Other documents	How many?

Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form.

FINAL CHECKS

To ensure that your application is complete, please make the following final checks. Tick each box that is relevant to your application.

Is FLR(BUS) the right form for you and is it valid for use? See date and notes on front page.

Have you completed the payment details page and made the correct payment?

Have you completed sections 1 and 4, and, if required to do so, section 2?

Have you ticked a box in section 3 to show the category in which you are applying?

Have you completed section 6 and the rest of the form as specified?

Have you provided the photographs specified in section 7 and are they in the approved format?

Have you provided your current passport or travel document and all other relevant documents specified in section 8 and are they originals?

If you are unable to send us any of the documents specified in section 8 which are relevant to your application, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them?

Have you signed and dated the declaration in section 9?

Finally, if you are posting it, please make sure that the application is addressed exactly as shown below.

**UK Border Agency
Leave to Remain - FLR(BUS)
PO Box 495
Durham
DH99 1WR**