



Home Office

**UK Border
Agency**

Version 04/2012

Fee Payment Arrangements For Premium Applications For Leave To Remain In Cardiff And Glasgow Public Enquiry Offices (PBS Dependants Only)

Payment must be made 6 to 10 working days in advance of your premium appointment by posting this fee form and the relevant fee to the UK Border Agency's payment processing centre at the following address:

**UK Border Agency
Premium Payments
PO Box 504
Durham
DH99 1WE**

This form is valid
only for payments
made on or after
6 April 2012

Contents

Points Based System (Dependant) application– payment guidance notes....3

Applications made at Glasgow and Cardiff PEOs	3
The applicable fees.....	3
Reduced Rate for Eligible Dependents.....	3
Fees for Other Dependents	4
How you can pay	4
Postal Orders/Bankers Draft	4
Completing the payment details page	5
Method of Payment	5
Consideration process.....	5
Fee Exemptions for Dependents applying at the same time as the Main Applicant.....	6
Section 1 - Payment Details.....	7
A1 Fee Details	7
Application Details	8

POINTS BASED SYSTEM (DEPENDANT) APPLICATION– PAYMENT GUIDANCE NOTES.

Applications made at Glasgow and Cardiff PEOs

As from 25 July 2011, Glasgow and Cardiff PEOs will no longer have the facility to take payment for premium applications on site; payments will be processed remotely at the UK Border Agency's payment processing centre in Durham. From this date, there will be two ways of making payment for a premium application in Glasgow or Cardiff. You can still pay on the day of your appointment provided this is by credit or debit card only. The regular PEO fee form should be used in this instance, but it will not be possible to pay by postal order or bankers draft in these PEOs. Payment acknowledgement will be provided to you in the PEO.

Alternatively, you may choose to submit your payment by post 6-10 days in advance of your appointment in Glasgow or Cardiff PEO, using this fee form, and if you do so, you will still be able to pay by postal order or bankers draft as well as credit or debit card. Payment acknowledgement confirming your unique payment reference number will be returned to you by first class post, and you should take this with you on the day of your appointment as proof of payment, together with your signed application form and supporting documents.

The applicable fees

For an application made on this form, the fee is **£867 unless the dependant is applying for leave to remain at the same time as the main applicant, when a different fee is payable.**

Joint Rate for Eligible Dependants

If the dependant is applying at the same time as the main applicant, different fees are payable. These are set out in the table below. Different rates are payable if:

- the dependant is the spouse, civil partner, unmarried or same-sex partner, or child under 18 of the main applicant.

- the dependant's application is made at the same time as the main applicant's application.

To assist in the processing of the application, you are advised to send any dependant applications in the same envelope as that of the main applicant.

Category of the Points Based System under which the main applicant is applying at the same time	Fee for each eligible dep
Tier 1 (General) – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£900
Tier 1 (Investor) or Tier 1 (Entrepreneur) – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£663
Tier 1 (Graduate Entrepreneur) – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£500
Tier 1 (Transition) – PEO Application	£350
Tier 2 (other) – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£434
Tier 2 (ICT less than 12 months) – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£350
Tier 4 – PEO Application	£358
Tier 5 – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£330

Dependants of individuals who are making an application as a Tier 1 (General) migrant under the transitional arrangements set down in the immigration rules for holders of a valid HSMP approval letter, are not required to pay a fee where they are the spouse, civil partner, unmarried partner, same-sex partner or child under 18 of the main applicant and where the main applicant is a national of a country that has ratified the 1961 Council of Europe Charter or the 1996 European Social Charter (revised). The main applicant must be a national of

Albania, Andorra, Armenia, Azerbaijan, Croatia, Georgia, FYR Macedonia, Moldova, Turkey or Ukraine, and the dependant's application must be made at the same time as the main applicant's in order to be exempt from the payment of an additional fee. If this applies to you, simply send the main applicant's fee form and fee to the payment processing centre before your appointment in Cardiff or Glasgow PEO, and take the acknowledgement letter for the main applicant's payment, the main applicant's application form and dependant application form(s), with all supporting documents, to the PEO on the day of your appointment.

Dependant children aged 18 or over must apply separately and pay the appropriate fee set out in the paragraph titled **Fees for Other Dependants**.

Fees for Other Dependants

£867 Premium (PEO only) fee for a Dependant application

In all other dependant applications, including those for children aged 18 or over, the premium (PEO only) fee above will apply for each dependant. This also includes where the main applicant is entitled to pay a reduced fee by virtue of their nationality, and the dependant is not applying at the same time as the main applicant.

Please note that the following applications under the Points Based System cannot be validly made at a Public Enquiry Office:

- Tier 1 (Investor)
- Tier 1 (Entrepreneur)
- Tier 5 (Youth Mobility Scheme)

However dependants of persons who already have leave in these categories of the Points Based System may make an application on this form in a Public Enquiry Office on payment of the separate premium (PEO only) fee.

How you can pay

You can pay by any of the following methods:

- Postal Order

- *Credit card¹ - Mastercard, Visa (including Electron) or American Express (Amex)
- *Debit card - Delta, Maestro** (including Solo)
- Bankers Draft

** Maestro - Only Maestro cards issued in the UK can be accepted.

Please note that you will not be able to proceed with your premium appointment if you do not pay the specified fee in full or if you pay by any method other than those specified above. If your payment is rejected, you will be required to make a fresh premium payment before your application can be considered, either by posting the correct fee using an acceptable payment method, together with this form, to the address given on the front page at least 6 days before your appointment; or by paying the correct fee by credit or debit card only when you attend Glasgow or Cardiff PEO for your appointment.

Any delay in making the correct payment and therefore having your application considered may affect your appeal rights if your application is subsequently refused.

If the payment submitted does not cover the full cost of your application, it will be rejected and returned to you and you will not be able to proceed with your premium appointment until correct payment has been made.

Postal Orders/Bankers Draft

You must make the postal order payable to 'Home Office' and cross the postal order A/C Payee only. Please write the full name and date of birth of the applicant on the back of the postal order and keep the postal order

¹ Please note that when making large or multiple payments using your credit card, the anti fraud measures that banks operate sometimes stop the full payment being taken. This is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your payment.

receipt(s). Please make sure that the date and the amount (words and figures) are correct. Attach your postal order to the front of the application form.

Completing the payment details page

To ensure that your payment is processed without any delay, please follow this guidance when completing Section 1.

A1 Fee Details Tick the fee appropriate to your application - see above guidance.

A2 Application Details

A2.1-A2.2 The address for correspondence may be your home address in the UK, or that of the main applicant. However, if a solicitor or other authorised immigration adviser is submitting the application, it should be their address at A2.1 and their name at A2.2.

A2.3 Dependant's full name.

A2.4 Dependant's date of birth.

A2.5 Main applicant's name, or the name of the person on whom you are dependant if they are not applying at the same time because they already have leave to remain under a Tier of the Points Based System.

A2.6 Main applicant's date of birth.

Method of Payment

A2.7 Tick which PEO you are making application at.

A2.8 Applicant's email address.

A2.9 Tick one of the boxes to show which method of payment you are using.

A2.10 Details if paying by bankers draft.

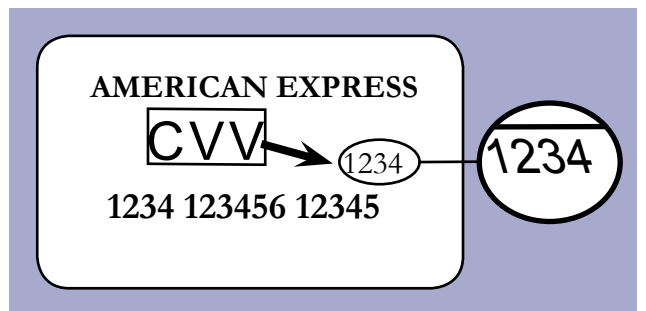
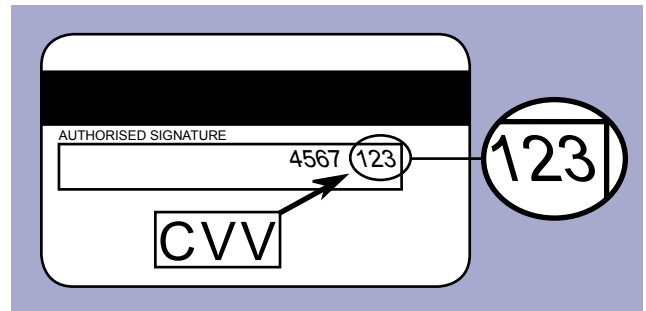
A2.11 Tick one of the boxes to show which card you are using.

A2.12 The name as displayed on the credit/debit card.

A2.13 Card number - this is the long number across the centre of the card.

A2.14 Enter the details where available on the card.

The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. For Amex the security code consists of 4-digits and is found on the front of the card.



A2.15-A2.16 Cardholder's signature - the person named on the credit/debit card must sign and date these sections.

Consideration process

- If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.
- The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the UK Border Agency or its payment processing agent, regardless of the outcome of the application.
- Should the application be withdrawn at any time during the consideration process the fee will not be refunded, other than under circumstances set out on our website (www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/idichapter1a)

Fee Exemptions for Dependants applying at the same time as the Main Applicant

Where the Main Applicant has a valid HSMP Approval Letter, is applying under the Tier 1 Transitional Arrangements, and is exempt from payment of a fee by virtue of their nationality.

SECTION 1 - PAYMENT DETAILS

A1 Fee Details

Tick appropriate box below

Is the dependant applying separately as a:

Premium (PEO only) PBS dependant	<input type="checkbox"/>	£867
----------------------------------	--------------------------	------

Is the dependant applying at the same time as a:

Tier 1 (General) – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£900
Tier 1 (Investor) or Tier 1 (Entrepreneur) – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£663
Tier 1 (Graduate Entrepreneur) – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£500
Tier 1 (Transition) – PEO Application	<input type="checkbox"/>	£350
Tier 2 (Except Short-Term Intra Company Transfer, Graduate Trainee and Skills Transfer) – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£434
Tier 2 (Short-Term Intra Company Transfer, Graduate Trainee and Skills Transfer) – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£350
Tier 4 – PEO Application	<input type="checkbox"/>	£358
Tier 5 – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£330
At the same time as a main applicant who is exempt (Tier 1 Transition only)	<input type="checkbox"/>	Free of charge

