

**APPLICATION FOR
INDEFINITE LEAVE TO REMAIN
IN THE UK
AS A
RETIRED PERSON OF
INDEPENDENT MEANS
OR
SOLE REPRESENTATIVE**

*Retired person
of independent
means*

In accordance with paragraph 34 of the Immigration Rules, this form is a specified form for the purpose of the Immigration Rules as of 6 April 2009 and must be used for all applications made on or after that date for the purposes stated on this page.

*Sole
representative*

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

- *SET(BUS) guidance notes (version 04/2009)*
- *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 - SET(BUS)
PO Box 495
Durham
DH99 1WR**

**This form is valid
only for applications
made on or after
6 April 2009**

PAYMENT GUIDANCE

THE FEE

If you are a single applicant on form SET(BUS) and no dependants are applying with you, there is a fee of **£820** for applications made by post or courier.

The premium service at our Public Enquiry Offices is not available for applications on form SET(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	£870
Yourself and 2 dependants	£920
Yourself and 3 dependants	£970
Yourself and more than 3 dependants	Add £50 to the amount above for each additional dependant

For more information about the current fees, please see the SET(BUS) guidance notes - version 04/2009.

Please note that your application is 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).

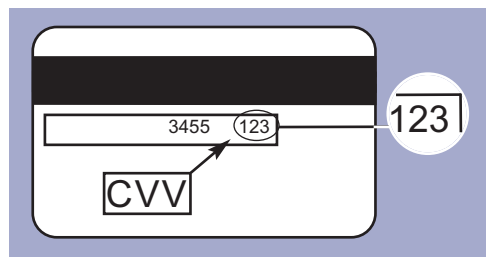
Make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

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.

Retired person of independent means

Sole representative

SECTION 4 - KNOWLEDGE OF LANGUAGE AND LIFE IN THE UK

To qualify for indefinite leave to remain, applicants aged 18-64 must show that they have a sufficient knowledge of language and life in the UK. The separate guidance notes provide detailed information about this requirement.

4.1 Are you aged 18--64?

Yes

No

4.2 If your partner is applying with you, is he or she aged 18-64?

Yes

No

If you have answered **yes** to 4.1 and/or 4.2, continue below. If you answered **no** to 4.1 and 4.2, or your partner is not applying with you, go to section 5.

4.3 Have you and/or a partner applying with you obtained one of the relevant qualifications listed in **Note 1** to show that you have sufficient knowledge of the English language and life in the UK? If so, show which qualification(s) by ticking one or more of the boxes opposite.

You

Life in the UK test

Your partner

Life in the UK test

ESOL qualification

ESOL qualification

Note 1 Relevant qualifications are either:

- a pass in the test known as the "Life in the UK" test (aimed at those with English language ability at or above ESOL Entry Level 3); or
- an English for Speakers of Other Languages (ESOL) "Skills for Life" qualification in speaking and listening at Entry Level from an approved awarding body*, or two ESOL Units at Access Level under the Scottish Credit and Qualifications Framework approved by the Scottish Qualifications Authority. You must also include a letter from your college stating that the ESOL course included citizenship materials; and if you took your ESOL in England, Wales or Northern Ireland, you will need to show that you have progressed by at least one level from the level at which you started.

* Approved awarding bodies. In England, Wales and Northern Ireland, the awarding bodies approved by the Qualifications and Curriculum Authority are: Cambridge ESOL; City and Guilds (Pitmans); Edexcel; Education Development International (EDI); English Speaking Board (International) Ltd; National Open College Network; Open College of the Northwest and Trinity College, London.

4.4 If you and/or your partner have not obtained one of the relevant qualifications, are you claiming exemption from this requirement because a physical or other condition prevents you from taking the Life in the UK test or doing an ESOL course? See **Note 2**.

You

Yes

No

Your partner

Yes

No

Note 2 If you and/or your partner are claiming exemption, you must provide a doctor's letter or similar evidence confirming that you and/or your partner are unable to take the test or do an ESOL course. An exemption will only be agreed exceptionally.

SECTION 5 - YOUR HOME AND FINANCES

5.1 Is your home in the UK:
 a) owned by you?
 b) rented from a local council 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 Is your partner working in the UK?
 Yes No If so, what is his/her pay each month after income tax and other deductions? £

5.5 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 5.5, you must tick the relevant box(es) to show which of these are being received.

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

SECTION 6 - ABSENCES FROM THE UK

6.1 When did you (the main applicant) first enter the UK? This refers to the date of your first entry into the UK at the beginning of the 5-year period of stay on which this application is based.

Day	Month	Year

6.2 Since then have you had any absences from the UK? If **yes**, give the dates you left and returned to the UK and the reason for the absence in the spaces below. List all absences however short and in date order. If you need more space, continue on a separate sheet and enclose it with your application. Yes No

Date left the UK	Date returned to the UK	Reason for absence

SECTION 7 - PERSONAL HISTORY

If you have answered **yes** to question **7.2, 7.3, 7.4, 7.5, 7.6** or **7.7** 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 **7.3** to **7.7**, 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 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 8 - PHOTOGRAPHS

It is mandatory to provide the relevant photographs specified below. Please note that this application will be invalid if you do not provide them.

The photographs must be in the format specified in the separate UKBA photograph guidance provided with this form. If they are not, they may be rejected as unacceptable and you will have to provide others which are acceptable. This will delay consideration of your application.

Tick the relevant box(es) to show 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 indefinite leave to remain in the UK with you, with their full name written on the back of each photograph.

SECTION 9 - 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 9A. You must also provide the relevant documents specified in 9B or 9C for the particular 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.

9A 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 indefinite leave to remain 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 indefinite leave to remain in the UK with you if they have been issued with them since entering the UK. See **Note 4**.

Note 4 *Identity cards for foreign nationals have been issued to certain foreign nationals from 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 indefinite leave to remain in the UK with you if they have been asked to register with the police.

Finances

Evidence of your finances. Bank statements, building society savings book(s), 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.*

SECTION 9 - DOCUMENTS

Knowledge of language and life in the UK

If you have to complete section 4 and you and/or a partner applying with you are aged 18-64, you must provide **one** of the following for each of you:

A Life in the UK test pass notification letter; **or**

A relevant ESOL qualification - if obtained in England, Wales or Northern Ireland, you must provide a letter from the college confirming that you have progressed by at least one level and that the course included citizenship materials; **or**

A medical certificate or similar document if you and/or your partner are claiming exemption from taking the Life in the UK test or doing an ESOL course because of a medical or other condition.

9B Retired person of independent means

If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as a retired person of independent means, in addition to the relevant documents in **9A**, 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 (see **section 6** of this form on page 7).

Evidence that you have had an income of your own of not less than £25,000 each year for a continuous period of 5 years which has been under your control and disposable in the UK.

9C Sole representative

If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as a sole representative, in addition to the relevant documents in **9A**, you must provide the following documents:

Confirmation from the parent company that their centre of operations remains outside the UK and that they wish to continue to employ you as previously.

Evidence that a registered branch or a wholly-owned subsidiary has been established in the UK and is still in existence. This is best provided in the form of a letter or documents from Companies House confirming that the structure of the UK operation has not changed.

Evidence that you have been employed full-time as a sole representative for a continuous period of 5 years. This is best provided in the form of documents such as P60s for the past 5 years and pay slips for the last 3 months.

All the passports you have held during the five year period, together with a list of your movements in and out of the UK since you first entered as a sole representative.

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 10 - 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 indefinite leave to remain 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 the Home Office.

I understand that all information provided by me to the Home Office 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 the Home Office 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 also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the UKBA website.

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 the Home Office 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	
	Life in the UK test pass notifications	
	ESOL qualification	
	Bank statements	
	Building society savings book	
	Pay slips	
	Previous passports or travel documents	

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

Have you completed section 7 and the rest of the form as specified?

Have you provided the photographs specified in section 8 and are they in the approved format?

Have you provided your current passport(s) or travel document(s) and all other relevant documents specified in section 9?

If you are unable to send us any of the documents specified in section 9 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 10?

Finally, please make sure that the application is addressed exactly as shown below.

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