



Home Office

**UK Border  
Agency**

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**Sponsor  
Change of  
Circumstances**

VERSION 10/2011

## SPONSOR CHANGE OF CIRCUMSTANCES FORM

You can get more information from our website at  
[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) or by emailing  
[SponsorshipPBSEnquiries@ukba.gsi.gov.uk](mailto:SponsorshipPBSEnquiries@ukba.gsi.gov.uk)

The address to which you must post your Sponsor Change of  
Circumstances Form is:

**Sponsor Casework Operations  
Maintenance Team  
UK Border Agency  
PO Box 3468  
Sheffield  
S3 8WA**

This form is  
to be used for  
applications  
made on or after  
1 October 2011

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## SPONSOR CHANGE OF CIRCUMSTANCES FORM

**This form must only be used to report the following changes where your company does not have an existing level 1 user with access to your sponsorship management system (SMS) account:**

<b>Requested Change</b>	<b>Who has authority to sign the form</b>
Appointing a new level 1 user where there are no other level 1 users who can make the request via SMS	Any existing key personnel
Appointing a new level 1 user where there are no other level 1 users who can make the request via SMS and the new level 1 user will also be the authorising officer	New authorising officer
Appointing a new level 1 user where there are no other level 1 users who can make the request via SMS and the new level 1 user will also be the key contact	Any existing key personnel
Appointing a new level 1 user where there are no other level 1 users who can make the request via SMS and the new level 1 user will also be a representative where the representative has not yet been formally appointed.	Existing authorising officer or new authorising officer if the change is being reported on the same form
Requesting to surrender a licence where there are no level 1 users who can make the request via SMS	The authorising officer

**If the request is not for one of the changes listed and authorised as above it will be rejected and the form will be returned to you. You will be asked to resubmit the request using your SMS account.**

**Mandatory fields are marked with an asterix (\*). If they are not completed the form will be rejected and returned to you.**

**1\*. Indicate the changes you wish to make below:**

Appointing a new level 1 user (complete Q2, 3, 4, 5, 6, 7, 9 & 12)

Appointing a new level 1 user who is also the new authorising officer (complete Q2, 3, 4, 5, 6, 7, 8, 9 & 12)

Appointing a new level 1 user who is also the key contact (complete Q2, 3, 4, 5, 6, 7, 9 & 12)

Appointing a new level 1 user who is also a representative where the representative has not yet been formally appointed (complete Q2, 3, 4, 5, 6, 7, 9, 10, 12, & Annex A)

Requesting to surrender a licence (complete Q2, 3, 4, 11 & 12)





**8. If you are appointing a new level 1 user who is also the new authorising officer you must ensure this section is signed by the new authorising officer.**

**Declaration**

Please read the declaration, and sign to confirm that you have understood, agree with and will abide by all the statements.

1. I will inform you without delay if there is a material change in my circumstances or new information relevant to this application which becomes available before this application is decided.
2. I agree to co-operate with your officials, when they are carrying out checks in connection with this application.
3. I understand that if I knowingly make any false representations in this application, action will be taken against me which could lead to my sponsor licence being revoked.
4. I understand that it is an offence under section 25 of the Immigration Act 1971 to do an act which facilitates a breach of immigration law by an individual who is not a citizen of the European Union, or if I know or have reasonable cause to believe that it may so facilitate.
5. The information provided by me to you will be treated in confidence but it may be disclosed to other law enforcement agencies, United Kingdom government departments, agencies, local authorities, foreign governments and other bodies for immigration or research purposes and to help them to carry out their functions.
6. I understand you may ask for or check information from other law enforcement agencies, government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration, research or security purposes or to help you process this application.





## SPONSOR CHANGE OF CIRCUMSTANCES FORM

**If you are surrendering your licence as part of a merger or takeover you must tick here and give full details in the box below.**

**If you are surrendering your sponsor licence you must confirm the following:**

**a) Do you currently sponsor any migrants (or have you transferred any migrants to a new organisation as part of a merger/takeover or TUPE transfer) or;**

**b) Do you have any outstanding certificates of sponsorship/confirmation of acceptance for study assigned to a migrant application?**

**If yes, give full details (name, DOB, nationality, passport number and Certificate of Sponsorship number) of the migrants in the box below.**

**Please note, if you have more than three migrants please complete an appropriate table or spreadsheet with all the relevant details (as above) and submit with this form.**

# SPONSOR CHANGE OF CIRCUMSTANCES FORM

## Surrender Declaration- to be completed by the Authorising Officer

I confirm that I wish to surrender the whole/part (delete as appropriate) of my sponsor licence and that I do not currently sponsor any migrants. I confirm I have no outstanding certificates of sponsorship/confirmation of acceptance for studies assigned to a migrant application.

Name:

Signature:

Date:

     

Position in Organisation:

### 12\*. Declaration

This section can be signed by any of the key personnel named on your sponsor licence except where you are appointing a new authorising officer and/or a representative, or where you are requesting to surrender a licence, when the form must be signed by the authorising officer.

I hereby declare the above information is, to the best of my knowledge and belief, true and correct.

You must refer to the 'What are Key Personnel?' section of the sponsor guidance to ensure you are fully aware of the roles and responsibilities for each Key Personnel role.

Name:

Name of organisation:

Position within organisation:

Signature:

Date:

     

**ALL SIGNATURES MUST BE ORIGINAL, the form will be returned if it is not signed or the signatures are photocopies or scanned copies.**

# SPONSOR CHANGE OF CIRCUMSTANCES FORM

## **ANNEX A**

The newly appointed legal representative who is dealing with all matters on your behalf must read and sign the following declaration.

- I have been appointed by the organisation to act on their behalf.
- confirm that the organisation has successfully submitted their application for a sponsor licence, and any information I provide will be, to the best of my knowledge and belief, true and correct.
- I will provide the organisation with all correspondence from UK Border Agency relating to their licensed sponsor status.
- I declare that I am permitted to provide immigration advice and immigration services by section 84 of the Immigration and Asylum Act 1999.
- 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 do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.

**Name:**

**Name of representative organisation:**

**Position within the organisation:**

**Signature:**

**Date:**

You must complete the following declaration and provide the original signature of your authorising officer to confirm the appointment of the representative.

I hereby declare that the above representative has been appointed to act on our behalf in all matters concerning our licensed sponsor status under the Points Based System.

**Name:**

**Name of organisation:**

**Position within the organisation:**

**Signature:**

**Date:**

**ALL SIGNATURES MUST BE ORIGINAL, the form will be returned if it is not signed or if the signatures are photocopies or scanned copies.**