



Home Office

UK Border Agency

Notification of Technical Change of Employment for employees currently on work permits

This form should be used if an employer wishes to amend any personal details of the employee or make minor changes to the information the UK Border Agency hold during the validity of a work permit.

Please read the payment guidance notes and technical change guidance before you complete the payment slip and the form. If you need advice about completing the form or clarification of the guidance please contact the Customer Contact Centre on 0114 207 4074.

Once completed the form should be sent to:

UK Border Agency
Technical Changes
PO Box 499
Durham
DH99 1WL

This form should be used
for applications made on
or after 6 April 2011

Payment Slip – Notification of Technical Change of Employment

Please type or print one character in the character blocks provided in black ink

Section 1: Contact details of payer

1. Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state)	<input type="text"/>
2. Contact name	<input type="text"/>					
3. House number and street	<input type="text"/>					
Town	<input type="text"/>					
County	<input type="text"/>					
Postcode	<input type="text"/>					

Section 2: Notification details

4. Total number of applications (1 – 10)	<input type="text"/>	<input type="text"/>	
5. At a cost of £22 for each person's notification(s), what is the total amount payable?	£	<input type="text"/>	
6. Employee's Surname (Please print)	Full name of Employer in the UK (Please print)		
01	<input type="text"/>	<input type="text"/>	
02	<input type="text"/>	<input type="text"/>	
03	<input type="text"/>	<input type="text"/>	
04	<input type="text"/>	<input type="text"/>	
05	<input type="text"/>	<input type="text"/>	
06	<input type="text"/>	<input type="text"/>	
07	<input type="text"/>	<input type="text"/>	
08	<input type="text"/>	<input type="text"/>	
09	<input type="text"/>	<input type="text"/>	
10	<input type="text"/>	<input type="text"/>	

Section 3: Payment details

7. Preferred method of payment	UK Postal order <input type="checkbox"/>							
	Cheque <input type="checkbox"/>	Please make cheques payable to: Home Office						
Account No.	<input type="text"/>	Sort code. <input type="text"/>	Cheque No. <input type="text"/>					
Or please debit	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Delta <input type="checkbox"/>	Maestro (UK) <input type="checkbox"/>				
8. Amount paid	£	<input type="text"/>						
9. Name on card	<input type="text"/>							
10. Card number	<input type="text"/>							
11. Card Details	Valid From <input type="text"/>	/	<input type="text"/>	Expiry Date <input type="text"/>	/	<input type="text"/>	Issue No. <input type="text"/>	CVV No. <input type="text"/>
				(Maestro)			(On Rear of Card)	
12. Cardholders signature (card payment only)	<input type="text"/>						Date	<input type="text"/>

15. Give any changes to the employer details	
16. Reasons for the changes	

Details of the Employment

17.	Job title		New Job title	
18.	Main duties and responsibilities of the work permit job	(If necessary continue on a separate sheet)		
19.	Details of any changes to the duties and responsibilities above			
20.	Current salary		New salary	
21.	Normal hours of the job		New hours of the job	
22.	Address employee has been working at		New address employee working at	

Employer declaration

This declaration must be signed by the employer in the UK. However, if you have no employee in the UK it may be signed by a solicitor.

- I am authorised to complete this form on behalf of the employer named in this form.
- The details given in this application are true and complete to the best of my knowledge and belief. I am aware that knowingly making false statements or representations may lead to prosecution (possibly resulting in imprisonment) under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the National Immigration Act 2002.
- The employer named in this application agrees to comply with the terms and conditions governing the issue of work permits as determined by the Secretary of State for the Home Department.
- I agree to co-operate with the UK Border Agency officials or any other officials charged by the Secretary of State for the Home Department with conducting pre- and post issue checks on compliance with the work permit arrangements.
- The information I provide will be treated in confidence however information may be disclosed to other government departments or agencies, local authorities or other bodies for immigration purposes or to enable them to carry out their functions.
- 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 UK Border Agency 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 UK Border Agency website.
- I understand that the UK government may contact any government authority, including police, judicial and state authorities in all countries in which the person has resided, to seek the release to the UK government authorities of all records and information they may possess on the person's behalf concerning investigations, arrests, charges, trials, convictions and sentences.

Please tick the box if you do not wish to receive further information and publicity from the UK Border Agency.

Your signature

Date

Name (CAPITALS please)

Title

Position

For and on behalf of (the employer in the UK)

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Please note the HMSO Copyright Unit cannot deal with queries about work permits or applications. All enquiries about work permits should be made to us.

TECHNICAL CHANGES OF EMPLOYMENT NOTIFICATION – PAYMENT GUIDANCE NOTES

The applicable fee

For notifications made on this form there is a fee of **£22** per work permit holder.

How can you pay?

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- Credit card - Mastercard or Visa (including Electron)
- Debit card - Delta, Maestro* (including Solo)

* Maestro - We can only accept any Maestro cards issued in the UK.

Please note that your notification is invalid if you do not pay the specified fee in full or if you pay by any method other than those specified above. You will be required to make a fresh notification.

Cheques and postal orders

You must make the cheque or postal order payable to 'Home Office' and cross the cheque or postal order A/C Payee only. Please write the full name and date of birth of the work permit holder on the back of the cheque and/or each postal order and keep the postal order receipt(s). Please 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 follow this guidance when completing Sections 3 of this form (Payment Details).

Method of payment

7 Tick one of the boxes to show which method of payment you are using. If paying by cheque enter the bank account number, sort code and cheque number

Paying by credit / debit card

8 For card payments circle the amount you are required to pay

9 The name as displayed on the credit/debit card

10 Card number - this is the long number across the centre of the card

11 Enter the details where available on the card. The Card Verification Value (CVV) is a three-digit security code, found on the back of the card on the signature strip - it consists of the last 3 digits. If you do not provide the CVV number, we cannot take your payment and your notification will be rejected as invalid.

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

Process of the notification

- If the payment submitted does not cover the full cost of your notification, it will be an invalid notification and the form, together with any documentation submitted, will be returned to you.
- We cannot begin the processing of the notification until the payment has cleared. We allow 5 working days for payments made by cheque to clear, credit/debit cards and postal orders will clear immediately.