

Your Sponsor Licence – a Health Check Prompt Sheet

The Home Office guidance reminds sponsors that holding a Sponsor Licence 'is a privilege not a right'. Sponsors have a responsibility to comply with the Immigration Rules and Sponsor Guidance, together with wider UK laws including employment law and preventing illegal working. Maintaining your sponsor licence properly forms part of your duties and obligations as a Sponsor.

Who can access your Sponsor Licence?

Having an awareness of who can access the Sponsor Licence is essential for the Authorising Officer who has ultimate responsibility for the actions of all users on the Sponsor Management System.

- Who is your Authorising Officer, and are they still the most appropriate person for this role?
- Who is your Key Contact and are they still the most suitable person for this role?
- Do you have at least one UK-based Level 1 User in the business, and are they a settled worker?
- Are there any Level 1 Users on the licence who should no longer have access to the licence?
- Do you need to add more Level 1 or Level 2 Users?
- Is your Legal Representative listed on the licence?
- Is a Level 1 User regularly logging into the licence to check the organisation details are accurate and current?

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Are your organisation details correct?

Ensuring that your sponsor licence remains up-to-date forms part of your duties and obligations as a licence sponsor.

- If you have changed business address, is your organisation address that is detailed on the SMS correct?
- Is the size of your organisation reflected accurately?
- Have you opened any new branches, offices or site in the UK? If so, do you need to add them to your licence?
- Have you any overseas entities that you may wish to transfer employees from to the UK? Would your sponsor licence allow you to do this or do you need to add other sponsorship tiers/routes?
- Are your PAYE references accurate?

What else should we consider?

This checklist is not a comprehensive list of all checks you should be making and is not intended be relied on to ensure compliance as a Sponsor. If you have queries on any of the points raised, further questions or need assistance to make changes with your Sponsor Licence, do reach out to our Business Immigration team.

- Do you have sufficient undefined CoS allocated to your licence for upcoming sponsors?
- Have any of your sponsored employees changed role, since applying for their visa? If so, has it been considered if they need to update their immigration status?
- Have any of your sponsored employees left the business? If so, has this been reported within the required timeframes?
- Have any of your sponsored employees changed status, so that they no longer require sponsorship? If so, has this been reported?

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Meet the team



Matthew Davies
Partner - Head of
Business Immigration



Tracie Udall
Partner



Stacey Lambert
Senior Associate



Daniaal Afzaal
Solicitor



Dionne Russell
Senior Paralegal



Shannon-Lea Belgrave
Senior Paralegal



Maha Ajaj
Paralegal