

Field | Seymour | Parkes

# Immigration Law Sponsorship Administration Services



## | Sponsorship System Management – how it works

As a registered sponsor, you have access to a portal called the Sponsorship Management System (SMS) to report any relevant information required by the Home Office for the duration of your sponsorship.

Once the Home Office endorses an organisation as 'registered sponsor', there is an expectation that the sponsor will be aware of and comply with all duties associated with sponsorship. For example, if a sponsor is involved in a merger or takeover, the changes must be reported to Home Office within 20 working days. Similarly, where migrants are affected by a merger, TUPE or other provisions, changes must be reported within 10 working days.

It can be an arduous task, keeping up with the latest guidance from the Home Office particularly as guidance documents are changed at an alarming rate.

## | How FSP can help

FSP can take on the administration of your licence, registering as a level 1 user and representative on the SMS. We can access your system to inform the Home Office of any changes to your organisation or to your individual sponsored migrants.

FSP can be granted priority access which takes around 5 working days (as opposed to 18 weeks standard service). There is a fee chargeable by the Home Office for use of the priority service as set out below. Once registered as a level 1 user, we will report any 'changes in circumstances' for your migrant workers and your organisation.

We will also advise you on timing to your allocation of certificates, request in year certificates, assign certificates to migrant worker, or add new tiers to your licence.

Provided we have prepared the migrants' visa applications, our package will extend to recording all sponsored migrant workers, together with their visa expiry dates in our calendars. We will send reminders at agreed intervals ahead of their visa expiry dates, so that their renewals are submitted in plenty of time. This alleviates time constraints from HR personnel in your organisation who manage this aspect of compliance.

# | Pricing

## Sponsorship System Management Service

Our management service includes:

- provide checklists for compliance with sponsor duties
- provide training to level 1 user
- report messages posted on SMS for sponsors and update you as appropriate
- add or remove level 1 and/or 2 users
- apply for undefined Certificate of Sponsorship (CoS)
- request an increase in the number of defined CoS that you can assign each year
- assign defined or undefined CoS
- advise the Home Office of any minor changes to your details
- report migrant activity
- withdraw a migrant's CoS
- amend user details

Description	Fee
Fixed annual fee – (for up to 10 sponsored migrants) Also includes annual review of licence and annual allocation request	£1,000
Home Office fee – payable for priority service	£200
Each request to access priority service	£300
Each migrant 'change of circumstances'	£300
Each organisational 'change of circumstances'	£600

### Requests for Certificate of Sponsorship (CoS):

Assignment of CoS	£300
In year allocation for CoS	£300
Defined CoS request	From £300. (Where we are required to provide extensive additional information, we will discuss an estimate of our fees)
Addition of new tiers	£3,000 to £5,000 (The fee is dependent on whether FSP undertook the initial sponsor licence application and the complexity of the organisation structure.)

## | Why have FSP as your level 1 user?

- we are recognised by the Home Office to act in this capacity
- we have a track record of acting as a level 1 user for numerous clients
- we can assign the Certificate of Sponsorship (CoS) to your migrant workers
- we can provide cover for your level 1 user in the event of their unexpected absence
- we can assist you in ensuring compliance with your licence obligations and ensure that you are up to date with all the latest changes and updates
- we can assist you in successfully maintaining an A-rated licence
- we can also advise and support your organisation's other users

### **In addition to administering your sponsor licence, we can also:**

- review HR systems and record keeping to support with Home Office audits
- advise on other jurisdictions via our alliance of overseas lawyers
- advise on compliance with the Government's prevention of illegal working requirements
- advise on alternative routes into the UK, such as: business visitors visas; establishing a business in the UK; investing in UK businesses; post study working for students; UK ancestry; indefinite leave to remain; and British Citizenship.

## | How we can help

Our aim is to proactively help our clients stay compliant and support them in running their business. We accordingly offer a range of free services as part of this commitment.

### **Email updates**

Keep up to date with the latest immigration news by subscribing to our free monthly or quarterly email bulletin. We also publish updates @fSplaw on X (formerly "Twitter") and on LinkedIn.

### **Free seminars/webinars**

We hold a number of free seminars and webinars throughout the year where we provide practical advice for business, HR professionals and in-house counsel on the key issues facing employers. Comprehensive notes and light refreshments are provided at the seminars and there are opportunities to ask questions and network.

### **Webinars and podcasts**

If you can't attend our seminars in person, you can still keep up-to-date by subscribing to our YouTube channel or by listening to our podcasts via SoundCloud, Apple Podcasts or Spotify. If you would like to take advantage of any of these free services, or have any questions, please email [imelda.reddington@fsp-law.com](mailto:imelda.reddington@fsp-law.com).

### **Training Services**

We run training events, from half day workshops to in-house training sessions, to help ensure our clients are well equipped to avoid home office sanctions.

If you might be interested in our training services, then please see [www.fsp-law.com](http://www.fsp-law.com) for the latest events schedules or contact us about your requirements.

# Field | Seymour | Parkes

## Any questions?

Please don't hesitate to get in touch if you have any questions or need assistance. We would be delighted to discuss our services in more detail and how we may be able to help you. Our fees may be negotiated to suit your business requirements.



### Imelda Reddington

Head of Immigration

0118 951 6217

07585 900573

[imelda.reddington@fsp-law.com](mailto:imelda.reddington@fsp-law.com)



### Callum De Freitas

Solicitor, Employment & Immigration

0118 951 6311

07976 918496

[callum.defreitas@fsp-law.com](mailto:callum.defreitas@fsp-law.com)



### Victoria Ounsworth

Solicitor, Employment & Immigration

0118 951 6241

07890 952329

[victoria.ounsworth@fsp-law.com](mailto:victoria.ounsworth@fsp-law.com)

This guide is primarily designed for digital use but if we do print in small quantities we make every effort to do so sustainably.

Information is provided for guidance only and does not constitute legal advice. Rates and limits change from time to time and professional legal advice should be obtained before taking or refraining from taking any action.