

**Subject:** FW: Application Update

**From:** Home Office Atlas <[home.office.atlas@notifications.service.gov.uk](mailto:home.office.atlas@notifications.service.gov.uk)>

**Sent:** Friday, 22 October 2021, 11:43

**To:** Kamal Batham

**Subject:** Application Update

"External email. Open with Caution"

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GOV.UK

Dear KAMAL BATHAM

Ref: 1212-0001-1755-8119

## **Your application under the Intra-Company Transfer route of the Immigration Rules has been successful.**

You have been granted permission to stay in the UK as an Intra-Company Transfer until 13 Sep 2022.

This notice sets out all of the conditions of your permission to stay in the UK so please read it carefully.

You will receive your Biometric Residence Permit (BRP) by courier within 7 working days.

You will need to prove your identity and sign for the BRP when it is delivered to you. If you do not receive your BRP within 10 working days, please visit <https://www.gov.uk/biometric-residence-permits/not-arrived>.

If you already have a BRP, you must now return it to the Home Office as it no longer valid. Cut the card in half and post it in a plain, windowless envelope to: BRP Returns, P.O. Box 195, Bristol, BS20 1BT. You may be subject to a financial penalty of up to £1,000 if you fail to return your old BRP.

If your BRP is lost, stolen or damaged you must tell the Home Office. Details about reporting lost, stolen or damaged BRPs are on our website at:

<https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>.

Your BRP is an important document and you should look after it carefully. It is proof of your right to stay, work or study in the UK and may be used as a form of identification (for example, when setting up a bank account). In addition to your BRP, you can also use the online 'prove your right to work to an employer' service to show an employer that you have a right to work; simply go to <https://www.gov.uk/prove-right-to-work>.

## **Your conditions**

The following are all the conditions of your permission to stay as an Intra-Company Transfer.

## **Work conditions**

### **Employment allowed**

You are allowed to work for your sponsor in the job described in your certificate of sponsorship (including any permissible changes to the job that have been reported to the Home Office by your sponsor).

You are also allowed to take supplementary employment, namely work outside your normal working hours for your sponsor of up to 20 hours per week with another employer. This must be either in a job on the Shortage Occupation List, or in the same occupation code as the job described in your certificate of sponsorship.

You are allowed to take voluntary work, as defined in the National Minimum Wage Act. You must not be paid for voluntary work, except for reasonable expenses. For full details, please visit <https://www.legislation.gov.uk/ukpga/1998/39/section/44>.

If you were lawfully working in the UK in a different job when you made this application for leave to remain, you may work out any contractual notice period for that job.

### **Employment not allowed**

You cannot work in any other employment.

You cannot take supplementary employment if you are no longer working in the job and for the sponsor described in your certificate of sponsorship.

## **Study conditions**

You are allowed to study. Any study is subject to the condition that you must obtain an ATAS certificate, if required to do so under Appendix ATAS of the Immigration Rules. For guidance on whether you need to obtain an ATAS certificate for your intended study, check <https://www.gov.uk/guidance/academic-technology-approval-scheme>.

## **Public funds condition**

You are not allowed to claim public funds.

## **Note on conditions**

Failure to comply with the conditions of your permission is a criminal offence and may also lead to your permission being cancelled and future applications being refused.

## **Additional information**

### **Travelling out of the UK**

You should not book travel outside of the UK until you receive your BRP. Doing so may mean that you fail to receive your BRP. That puts you at risk of being unable to prove that you have permission to stay in the UK and being refused re-entry.

### **Immigration health charge**

If you have been granted a shorter period of permission than you applied for, some of your immigration health charge payment may be refunded. For further information on refunds of the immigration health charge, please visit <https://www.gov.uk/healthcare-immigration-application/refunds>.

## Spotted an error on your BRP?

If you think something is wrong on your BRP, such as your name, sex, or it was damaged when you received it, you should let us know.

You only have 10 days from the date of receiving your BRP to let us know about an error. Otherwise you may have to apply and pay for a replacement.

Information on how to let us know can be found at: <https://www.gov.uk/biometric-residence-permits/report-problem>.

## If your information or circumstances change

If your information or circumstances change you may need to tell us. You can find out what changes you should tell us about and how to do so at:

<https://www.gov.uk/change-circumstances-visa-brp>.

## If you think an error has been made

If you think an error has been made, for example the period of permission granted, or your conditions, you can request an Administrative Review. You have 14 days from when you receive your BRP to apply for an administrative review.

Information on how to apply for administrative review, the process and the fees payable are all available online at: <https://www.gov.uk/ask-for-a-visa-administrative-review/if-youre-in-the-uk>.

The administrative review application form is available online at:

[https://eforms.homeoffice.gov.uk/outreach/UKVI\\_Admin\\_Review\\_Guidance.ofml](https://eforms.homeoffice.gov.uk/outreach/UKVI_Admin_Review_Guidance.ofml).

## Your personal information

The Data Protection Act 2018 governs how we use personal data. For details of how we will use your personal information and who we may share it with, please see our Privacy Notice for the Border, Immigration and Citizenship system at <https://www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship>. This also explains your key rights under the Act, how you can access your personal information and how to complain if you have concerns.

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