**Step 1 - Online Right to Work check**

TCS are required by Law to verify that all expatriate associates have the Right to Work in the UK.

All expatriate associates are required to use the online portal and provide their Right to Work certificate as part of their visa extension by following the below steps:

Part 1 - Associate completes the online application at https://www.gov.uk/prove-right-to-work with the following information:

Name :- Manoj Karkera

# I have a biometric residence card or permit

* Do you have a biometric residence permit? ‘No
* Enter your BRP number
* Enter your date of birth
* Select ‘Continue’ and ‘Send code by email’ and enter **your own** email address

Part 2 - Associate will receive an email with the share code to be entered online at https://www.gov.uk/view-right-to-work for generating the certificate by following the steps in the application:

* Enter the share code received via email
* Enter your date of birth
* Enter the company name as ‘TCS’
* You will then be able to download the Right to Work Certificate by selecting ‘Download PDF’ and saving the document

Please upload the downloaded Right to Work certificate in Ultimatix > Employee Services > GESS > Travel > My Travel Essentials > WP/RP details (please ensure you select RTW as the type of permit).