**Information Needed - Questions**

**A. Company Basics**

1. **Legal name** of the organisation (exactly as registered).
2. **Company registration number** (Companies House).
3. **Sector / industry** (include SIC code if known).
4. **Brief description** of main business activities (1–2 sentences).
5. **Date of incorporation**.
6. **Trading / head-office address** (and any branch sites).
7. **Weekday operating hours** (e.g., Mon–Fri 09:00–17:30).
8. **Landline telephone number** for the business.
9. **Website URL**.
10. **Reason you need a sponsor licence** (skills shortage, growth plans, project deadlines, etc.).

**B. Online-Checkable Information**

1. Are your **latest accounts, regulatory registrations, or licences** freely viewable online?  
    • If yes, supply the **web links** and any **registered names** that differ from your trading name.

**C. Organisation Chart & Personnel**

1. Attach your **current organisation chart** showing owners, directors, board, and reporting lines.
2. Total **number of employees**.  
    • If **50 or fewer**, attach a **list of every employee** (name & job title).
3. **Names of everyone with access** to the email address you will use on the online application.

**D. Application Contacts / Key Personnel**

1. **Authorising Officer** – name, job title, email, phone.
2. **Proposed Level 1 User(s)** – name(s), job title(s), email(s).
3. **Proposed Level 2 User(s)** (if any) – name(s), job title(s), email(s).

**E. Roles You Plan to Sponsor *(repeat the block below for each job)***

1. **Job title**.
2. **Standard Occupational Classification (SOC) code**.
3. **Is the role currently vacant?** (Yes/No).
4. **Where does the job sit** on the org chart (reports to whom?).
5. **Main duties** (bullet summary).
6. **Minimum guaranteed salary** you would pay if vacant today (£ per year).
7. **Skills, experience, and qualifications required**.

**F. Recruitment History for Each Role**

1. **Describe every recruitment method** used in the UK (adverts, agencies, job boards, dates).
2. **Number of applicants & why none were suitable**.

**G. Identified Candidate *(only if you already have someone in mind)***

1. Full **name**, **date of birth**, **nationality**.
2. **Current UK immigration status** (visa type & expiry).
3. **Current job title & duties** with you (if employed already).
4. **How was the person identified?** Provide advert reference or explain direct approach.
5. Attach **3 months of payslips** (if already on payroll).
6. If the job was **not advertised**, explain why and why this person is **most suitable**.

**H. HR & Compliance Environment**

1. Describe the **HR system(s)** you will use to:  
    a. Track visa expiry and right-to-work evidence.  
    b. Record absences and contact details.  
    c. Report changes to UKVI.
2. Have your Level 1/Level 2 users completed **compliance training**? (Yes/No – attach certificates if yes).

**I. Mandatory & Supplementary Documents (Appendix A)**

1. Confirm you can provide each of the following (Yes/No for each):  
    • Latest corporate **bank statement** (last 3 months)  
    • **PAYE and HMRC** registration letters  
    • **Employer’s liability insurance** (£5 m+)  
    • **Lease / title deeds** for trading premises  
    • Latest **accounts** (audited or unaudited)  
    • Any **sector-specific licences** (e.g., FCA, CQC)
2. List any **additional documents** you plan to include.

**J. Special Disclosures**

1. Has your organisation been **suspended or removed** from any sponsor register in the **last five years**? (Yes/No – give details).
2. Are there any **criminal prosecutions pending** against the organisation? (Yes/No – give details).
3. Are you aware of any organisation you were involved with in a **similar role** that has **failed to pay VAT or other excise duty**? (Yes/No – give details).

**K. Final Declarations & Attachments**

1. Confirm you will supply the following annexes:  
    • **Annex A** – Organisation chart  
    • **Annex B** – Employee list (if ≤ 50 staff)  
    • **Annex C** – Recruitment evidence (adverts, interview notes)  
    • **Annex D** – Candidate payslips/CV (if applicable)  
    • **Annex E** – Compliance training certificates  
    • **Annex F** – Mandatory documents list above