**[Company Letterhead]**

[Company Name] | Company No. [12345678] | Registered Office: [Full Address]

Landline: [0xxx xxx xxxx] | Email: [application-email@company.com] | Website: [www.example.com]

Date: [25 June 2025]

UK Visas & Immigration

Sponsor Licensing Unit

**Subject: Application for a Skilled Worker Sponsor Licence – [Company Name]**

Dear Sir/Madam,

We submit this letter in support of our online sponsor licence application (submission reference [UAN-xxxx-xxxx-xxxx]). It sets out all information requested by Appendix A and UKVI guidance.

## 1 Reason for Applying

[Explain commercial need, shortages, growth plans, upcoming projects, etc.]

We are applying for a sponsor licence to address ongoing challenges in recruiting suitably qualified and experienced candidates for key roles within our business. Despite conducting robust domestic recruitment efforts, we have been unable to fill these critical positions from the resident labour market. A sponsor licence will enable us to access the global talent pool and support our continued growth.

## 2 Business Snapshot

|  |  |
| --- | --- |
| Sector / SIC code | [e.g., 6201 – Computer Programming Activities] |
| Date incorporated | [dd Month yyyy] |
| Operating hours (Mon–Fri) | [e.g., 09:00–17:30] |
| Employees (total) | [n employees] |
| Trading premises/Company Headquarters | [Address, lease dates] |
| Landline | 0xxx xxx xxxx |

Online-checkable documents

•Companies House snapshot including certificate of incorporation

Latest accounts (Companies House): [insert web address or company reg-name if different]

• FCA registration (if regulated): [web link / registered name]

## 3 Organisational Structure

- Owners / Directors / Board: see attached org-chart (Annex A).

- Staff list: (only if ≤ 50 employees) full names & job titles provided in Annex B.

- Hierarchy: sponsored roles are highlighted in blue on Annex A.

## 4 Email‑Account Access

|  |  |  |
| --- | --- | --- |
| Name | Position | Access Level |
| [Jane Doe] | Managing Director | Full mailbox |

(Add rows as needed.)

## 5 Proposed Skilled Worker Roles

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title | SOC Code | Vacant? | Org-Chart Position | Duties (summary) | Guaranteed Salary (£) | Skills / Experience | Qualifications |
| [placeholder] | [placeholder] | [placeholder] | [placeholder] | [placeholder] | [placeholder] | [placeholder] | [placeholder] |

(Duplicate row for each role.)

## 6 Recruitment Efforts

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Medium | Reach | Outcome |
| [placeholder] | [placeholder] | [placeholder] | [placeholder] |

See Annex C for advert copies & interview notes.

## 7 Identified Candidate (optional)

|  |  |
| --- | --- |
| Full name | [placeholder] |
| Date of Birth | [placeholder] |
| Nationality | [placeholder] |
| Current UK status | [placeholder] |
| Current role & duties | [placeholder] |
| How identified | [placeholder] |
| Payslips attached | [placeholder] |
| Notes | [placeholder] |

## 8 Compliance Systems

- HRIS tracks visa expiry, absences, addresses.

- Automated right-to-work checks (IDVT / DBS).

- Level 1/2 users trained via SoftHire LMS (certificates in Annex E).

## 9 Mandatory & Supplementary Documents Provided

Mandatory to provide at least 4 of the below documents (**unless online checkable – as above**):

| **Category** | **Evidence the Home Office will accept** |
| --- | --- |
| **Business standing / trading presence** | • Certificate of incorporation or current Companies-House “Company snapshot”• Proof of ownership or signed lease for business premises([gov.uk](https://www.gov.uk/government/publications/supporting-documents-for-sponsor-applications-appendix-a/appendix-a-supporting-documents-for-sponsor-licence-application-accessible-version)) |
| **Insurance** | Employer’s liability insurance certificate (minimum £5 million, issued by an FCA-authorised insurer)([gov.uk](https://www.gov.uk/government/publications/supporting-documents-for-sponsor-applications-appendix-a/appendix-a-supporting-documents-for-sponsor-licence-application-accessible-version)) |
| **HMRC registrations** | • PAYE & Accounts-Office reference letter • Corporation-tax UTR acknowledgement (CT620/CT603) • VAT registration certificate or online VAT look-up (registration number only)([gov.uk](https://www.gov.uk/government/publications/supporting-documents-for-sponsor-applications-appendix-a/appendix-a-supporting-documents-for-sponsor-licence-application-accessible-version)) |
| **Financial position** | • Most recent audited **or** unaudited annual accounts • Most recent corporate/business bank statements (last 3 months) • Bank letter describing the history of dealings (counts as a second doc only for start-ups < 18 months)([gov.uk](https://www.gov.uk/government/publications/supporting-documents-for-sponsor-applications-appendix-a/appendix-a-supporting-documents-for-sponsor-licence-application-accessible-version)) |
| **Regulated activity** | Proof of registration with relevant regulator (FCA / PRA, CQC, Ofsted, SRA, etc.) – online check acceptable if you supply the register name & number([gov.uk](https://www.gov.uk/government/publications/supporting-documents-for-sponsor-applications-appendix-a/appendix-a-supporting-documents-for-sponsor-licence-application-accessible-version)) |
| **Sector-specific status** | • Proof of charitable status (registered-charity number or HMRC charity letter)([gov.uk](https://www.gov.uk/government/publications/supporting-documents-for-sponsor-applications-appendix-a/appendix-a-supporting-documents-for-sponsor-licence-application-accessible-version)) • Signed franchise agreement (franchisees) • Joint-venture / international stock-exchange listing where relied upon |
| **Start-ups (< 18 mths trading)** | Latest bank statements **plus** a separate bank letter (both count)([gov.uk](https://www.gov.uk/government/publications/supporting-documents-for-sponsor-applications-appendix-a/appendix-a-supporting-documents-for-sponsor-licence-application-accessible-version)) |

Supplementary documents – can submit any that are relevant:

| **Sub-section** | **Acceptable evidence** |
| --- | --- |
| **4.1 HMRC** | *Any* PAYE, Corporation-Tax, VAT or Foreign Entertainers Unit paperwork not already used as a mandatory item. |
| **4.2 Accounting / financial** | Additional financial report, auditor’s letter, or latest management accounts. |
| **4.3 Banking** | Bank statements **or** bank letter (counts as one unless < 18 mths trading). |
| **4.4 Stock-exchange listing** | Confirmation you are listed on LSE Main/AIM, FCA-recognised overseas exchange, or HMRC-recognised exchange (web link + ticker is enough). |
| **4.5 Miscellaneous** | • Recent client contracts/invoices showing active trading• Local-authority planning permission / alcohol licence• Non-mandatory professional accreditations (ISO 9001, Cyber Essentials, etc.)• Employer’s liability insurance (if not already used).([gov.uk](https://www.gov.uk/government/publications/supporting-documents-for-sponsor-applications-appendix-a/appendix-a-supporting-documents-for-sponsor-licence-application-accessible-version)) |

## 10 Special Disclosures

|  |  |
| --- | --- |
| Suspension / removal from sponsor register (last 5 yrs) | [None] |
| Criminal prosecutions pending | [None] |
| Prior VAT / excise duty defaults by related entities | [None] |
| Other relevant disclosures | [None] |

## 11 Declaration

We certify that all information herein and in the online application is true and complete. We accept the duties of sponsorship and will notify UKVI of any material change within 20 working days.

Yours faithfully,

[Full Name] | [Job Title]

Authorising Officer, [Company Name]

Direct line: [0xxx xxx xxxx] | Email: [ao@company.com]

### Annex Checklist (delete any not used)

- Annex A – Organisation chart

- Annex B – Employee list (≤ 50 staff)

- Annex C – Recruitment evidence (adverts, interview notes)

- Annex D – Candidate payslips/CV (if applicable)

- Annex E – Compliance training certificates

- Annex F – Copies of mandatory supporting documents