

## **Information and Guidance on our Fees and Services**

### **1. Who will manage your case?**

Your case will be assigned to Natasha Gya Williams or a solicitor supervised by Natasha Gya Williams. Our Solicitors have at least 10 years of practicing experience in immigration law. Our paralegals who may assist the solicitor dealing with your case have a minimum of 4 years experience dealing with immigration matters.

### **2. How we inform you about costs**

We provide a matter specific estimate of our legal fees before commencing any instruction. The quotation is factored principally on the estimated complexity of the case and the number of applicants involved. Other factors include urgency of the work, your previous immigration history and the amount and nature of documentary evidence required.

Our quotation will have an upper estimate which we would not expect to exceed, although in certain circumstances (such as Home Office complications) we may have to increase our estimate. We would only continue our work and incur any additional costs with your prior agreement.

Examples of our costs for specific matters are provided for illustrative purposes below. This information is for guidance purposes only based on fees incurred over the past two years and is not a quotation. Charges and costs vary considerably between individual applications.

Please contact us for a personalised quotation based on your unique circumstances. A specific estimate will be based on the type of application, the degree of support you require, and the additional Home Office related services that you may wish to buy, e.g. priority service to accelerate the Home Office's processing time of your decision.

The fee guidance below includes our time up to and including the relevant application date only or as outlined in your specific instructions; we will generally charge separately for any follow up requests from the Home Office (on our hourly rate basis-£200 per hour excluding VAT). The below fee guidance does not include the cost of submitting a new application, or any appeal or judicial review in the event that your application process is unsuccessful.

### **3. VAT**

VAT on immigration matters can be complex. Generally, VAT (charged at the current rate of 20%) will be added to our fees and any expenses incurred by us on your behalf if you are usually resident in the UK. We will confirm how VAT is charged before proceeding with your matter.

### **4. Expenses**

Different types of expenses arise during your application process which we may initially pay on your behalf. Typical expenses are listed below:

- Significant copying or postal costs as follows:
  - Courier Charges: £30-£50
  - Copying/Scanning Costs: £20-£100
  - Postal charges: £10-£50
- Travel costs for travelling to visit you in person: £30 - £500 These costs would be agreed upon in advance.

## **5. Home Office fees**

In addition to our legal fees, you may have to pay application related fees which are determined by either the Home Office or one of the Home Office's delegated partners. More information regarding these costs is available via the following links:

- Home Office: <https://www.gov.uk/government/publications/visa-regulations-revised-table/home-office-immigration-and-nationality-fees-2018>
- Immigration Health Surcharge: <https://www.gov.uk/healthcare-immigration-application>
- Sopra Steria/UKVCAS: <https://www.gov.uk/guidance/ukvis-new-front-end-services-what-you-need-to-know#service-and-support-centres>
- VFS: [https://www.vfsglobal.co.uk/in/en#latest-updates\\_o=Article%20Date,Descending](https://www.vfsglobal.co.uk/in/en#latest-updates_o=Article%20Date,Descending)
- TLS: <https://uk.tlscontact.com/>

As part of our advice, we will outline the types of Home Office related fees that may apply to your application process at the time you instruct us.

## **6. Our Fee Guidance on specific advice/support offered**

### **a) Individuals**

We provide assistance to individuals who wish to reside in the UK. Although your immigration route may differ, the work will generally involve:

- Discussing your circumstances in detail and confirming what application routes are best suited, as well as the merits in selecting immigration options.
- Advising you regarding the requirements of the Immigration rules and policy on preparing chosen application route and supporting documentation.
- Considering the supporting evidence you have provided and revising merits assessment of application's chances of success.
- Advising you during application submission process, including advice on how to manage visa application centre procedures.
- Providing you with information about outcome of application process and any further steps you may take:
  - Providing general outline of next application steps once your application has been granted.
  - Providing outline of options in the event the Home Office refuses your application.
- Our fee guidance (excluding VAT) on specific immigration routes is as follows:
  - Relationship/family related applications: £2000 - £3500
  - Tier 1 Entrepreneurs: £3000 - £5500
  - Tier 1 Investors: £5000 - £8000
  - UK Ancestral visas: £1800 - 2800
  - Long residence applications: £2000 - £2500

- Nationality related applications: £2000 - £3500
- EEA related applications: £2500 - £4000
- Other areas of advice may be offered but the categories listed above are the more frequent types of applications we deal with.
- The timeframe of each application process can vary, however from time of starting the application preparation to submitting application is generally between 2 weeks to 3 months. Receiving the Home Office decision can take between 1 day to 6 months in most cases.

**b) Points Based System Sponsorship advice (Tier 2/5 and 4)**

We offer full advice regarding the sponsorship of Tier 2 workers (Intra Company Transfer or General, Ministers of Religion, Creative or Sportsperson) Tier 5 workers (Temporary Workers Creative or Sporting) or Tier 4 (General or Child) students. This covers advice and support to sponsors when applying for sponsorship licences, assisting with resident labour market test compliant recruitment, supporting sponsors to assign certificates of sponsorship, and finally assisting sponsored individuals (and their family members) to make Points Based System (PBS) visa applications either overseas or in-country.

The process is likely to take between 2-4 months from preparation of sponsorship licence to Tier 2 work permission granted to employee (exception apply, especially in view of the restricted certificate of sponsorship process).

*Steps in the process*

*Services we provide*

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| <ul style="list-style-type: none"> <li>● Instruct one of our immigration solicitors</li> </ul> | <p>We will take information from you (instructions) on the level of support you need in using the sponsorship process. We will provide an estimate of the work we consider required. If you accept the estimate we will provide you with an engagement letter with details regarding our terms and conditions. Once we have your signed version of the engagement letter we will send you a checklist of the documentation that is needed for the immediate sponsorship steps you wish to take.</p> |
| <ul style="list-style-type: none"> <li>● Financing</li> </ul>                                  | <p>You will need to arrange cover for the full costs of the Home Office fees, as well as our estimated legal fees and outlined expenses. We will generally ask for at least half of our estimated fees upfront before we start work on your case. These fees will be held on trust for you, in our client bank account.</p>                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>● Legal work</li> </ul>                                 | <p>You will provide evidence we request in a scanned format, which will be uploaded on a mutually agreed web server. We will prepare necessary information and evidence to support you during the various stages of the sponsorship process, including the submission of applications and sponsorship certificate requests.</p>                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>● Enquiries</li> </ul>                                  | <p>We will work with you to respond to any requests from the Home Office for further evidence or information (which will be charged separately).</p>                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>● The Decision</li> </ul>                               | <p>If the application/certificate request is approved we will advise you of the follow up steps to complete the sponsorship process, up to the point where the sponsored worker commences working. If the Home Office refuses you at any point during the sponsorship process, we will outline the remedies</p>                                                                                                                                                                                     |

available, including re-applying and lodging administrative or judicial reviews.

- As part of a Points Based System application, it may be necessary for us to liaise with the following third parties to secure your necessary endorsement. The timeframe for securing this additional permission/authorisation may take between 2-5 weeks.
  - Tier 1 Exceptional Talent Designated Competent Body
  - Higher Education Institutions (HEI) endorsement for Tier 1 Graduate Entrepreneurs
  - Tier 2/5 Sports Governing Body.
  - Tier 5 Government Authorised Exchange (GAE) provider
  
- Our fee guidance on specific matters (excluding VAT) is as follows:
  - Sponsorship licence application advice and support: £500 - 1500
  - Resident labour market test advice and support: £500 - £1500
  - Certificate of sponsorship advice and support: £400 - £1000
  - Third party endorsement/authorisation: £500 - £700
  - PBS visa support (for sponsored individual and their family dependants): £800-1400 per applicant.
  - Ad hoc sponsorship advice (including liaising with Home Office after application submission date, suspension and revocation action): charged on an hourly rate of £200.
  - Outlining future steps after Home Office decision: £200 - £500 depending on whether decision is granted or refused. This does not include taking action to challenge refusal.
  
- Other associated fees and prices associated with sponsorship are as follows. Precise costs of the below fees and prices are available on the above noted Home Office related fees websites.
  - Home Office sponsorship licence fee
  - Certificate of sponsorship fee
  - Points Based System visa application fee
  - Points Based System dependant application fee
  - Optional additional user pay services (enhanced services, such as priority processing, courier return of documents, premium lounge, text message updates etc.)
  - Immigration Health Surcharge
  - Immigration Skill Surcharge fee