



## Home Office Reporting Duties

**You must report the following information or events about sponsored migrants within the time limit given:**

- If they **do not turn up for their first day at work**, you must report this within 10 working days. You must include the reason the migrant gives for non-attendance (for example, a missed flight).
- If they are **absent from work for more than 10 working days**, without your reasonably granted permission, you must report this within 10 working days of the 10th day of absence.
- If their **contract of employment or registration ends earlier than was originally intended** (including if they resign or are dismissed), you must tell the Home Office within 10 working days of the event in question, and report the name and address of any new employer if you know it. You must also include the last recorded residential address, and contact telephone number that you have for the migrant.
- If you **stop sponsoring** them for any other reason (for example, if they move into a immigration category with a different sponsor or one that that does not need a sponsor, their permission to stay in the United Kingdom ends, or if the migrant takes a period of unpaid leave which is not covered by the exceptions in paragraph 202 (see guidance for sponsor applications), you must report this within 10 working days.
- If there are any **significant changes in their circumstances** - for example, a change of job which does not require a change of employment application to be made, a change of salary (but not an annual pay rise or a bonus), or a change of work location, you must tell the Home Office within 10 working days.
- If you have any information that suggests that **they are breaching the conditions of their leave**, you must tell the Home Office within 10 working days.
- You must notify the Home Office of any **changes to your details**, for example if you want to change your key contact or authorising officer, or if you change your address. The Home Office may ask for more details and may ask for documentary evidence to support the change you are requesting.

Correct as of 25 April 2020.

Please note the publication date of this article; changes may have occurred.

Immigration law changes rapidly. This document may not reflect the most current legal developments.

- If there are any **significant changes in your circumstances** (for example, if you stop trading or become insolvent, substantially change the nature of your business, are involved in a merger or are taken over), you must report this within 28 calendar days.

### **Terrorism or any other criminal activity**

If you suspect they are engaging in terrorism or any other criminal activity you must give the police any information you have.

### **How to report information**

Once you have log in details you can use the Sponsorship Management System (SMS) 'request change of circumstances' function to:

- Change your address;
- Change your name;
- Change your key contact or their details;
- Tell the Home Office about changes to your structure, such as more branches or sites, or new linked entities if you are licensed under Tier 2 (ICT);
- Report on criminal convictions;
- Tell the Home Office about a change in the status of any registration by a governing body that you are required to hold;
- Replace your authorising officer and/or key contact;
- Amend the details of your authorising officer and/or key contact;
- Amend your organisation details, for example notification of takeovers and mergers; and
- Reporting any other changes to your circumstances, for example adding or removing a representative or surrendering your licence.

All requests for change made via SMS must be made by a level 1 user.

There are also other specific functions within SMS to:

- Request an increase in your CoS allocation;
- Renew your CoS allocation;
- Request an additional level 1 user; and
- Amend minor details for your existing users (such as email address, telephone number or immigration status).

When you submit the changes the Home Office will tell you what documents you must send to support your request. For some changes, for example replacing your authorising officer or surrendering your licence, you will also have to sign a short declaration.

For any questions, please contact us!

**The Westwood Organisation**

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