



REQUISITE DOCUMENTS FOR SOLE REPRESENTATIVE OF AN OVERSEAS COMPANY IN THE UK

For further information please see www.ukvisa.gov.uk

Bold Items are essential. We advise applicants that the failure to submit such documentation **may result in refusal of the application**, as the **onus is on the applicant to demonstrate** that they meet the requirements of the relevant rules. The ECO's decision will be made on the basis of the evidence supplied. It is paramount that ECO's understand the reasons for your application as well as your personal circumstances. It is thus suggested that all correspondence/letters are translated into English, to help in the assessment process.

The English translations of the documentation do not have to be notarised.

Checklist

	Original	Copy	None
1. Application form VAF2, fully completed in ENGLISH/black ink and signed			
2. A valid passport with a available visa pages			
3. If available your old passports			
4. One recent passport-sized photographs -not scanned copies - (photographs must have white background and must be glued to the application fom)			
5. A copy of pages 1 to 4 of your current passport			
6. The Correct fee in Turkish Lira only			

You must also provide the following:

7. Have been employed outside the UK as a representative of a firm that has its headquarters and carries out most of its business outside the UK, and which has no branch, subsidiary or other representative in the UK			
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8. Be applying for entry to the UK as a senior employee with full authority to take decisions on behalf of the overseas firm so that you can represent it in the UK by setting up and operating a registered branch or wholly-owned subsidiary of that overseas firm			
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9. Intend to be employed full-time as a representative of that overseas firm			
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10. Not be a majority shareholder in that overseas firm			
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11. Not intend to take employment except as described in this section			
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12. Be able to support yourself and any dependants, and live without needing help from public funds			
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PLEASE NOTE

- (a) *Visa Fees are non refundable*
- (b) *Applications from non-residents may not be accepted.*
- (c) *In order to assess your application you may be required to attend an interview.*
- (d) *In cases of a previous refusal for entry to the UK, an interview may be required and the application may need to be referred to the UK or other UK missions.*
- (e) *Please also note that you may also be asked to provide further documentary evidence in addition to the above guidelines.*

Checked by (initials)	
Date	

I have been advised to provide the above - mentioned documents. I understand that failure to provide some of these documents may result in the refusal of my application. Furthermore by signing this declaration I declare that I am willing for UK Border Agency to undertake any necessary verification checks on submitted documents with the relevant authorities.

Signature:..... Date:.....