



EMPLOYER REGISTRATION CHECKLIST

Employer Registration is via an online application form at www.tier5intern.com

Step 1: Register your Username & Password

Step 2: Create your Employer Profile, Accept Terms & Conditions and SUBMIT

INFORMATION REQUIRED:

- Organization details:
 - Address
 - Website
 - Length of trading
 - Size (i.e. number of employees) - Small (0 – 50), Medium (51 – 250) or Large (251+)
 - Type of organization & details of the main economic activity
- How many certificates of sponsorship are you likely to require in the first year?
- Any Current Registrations or Accreditations to a governing body, e.g. FSA Registration **(if applicable)**
- Parent Organization details **(if applicable)**
- Sponsor License Number **(for UK Border Agency approved Sponsors only)**
- Supporting Documentation **(for those who DO NOT hold a Tier 2 Sponsor Licence only)**
 - PAYE/ Accounts Office Reference Number
 - One of the following:
 - A copy of the latest accounts for the employing organisation
 - Proof of registration with the Register of Charities
 - Proof that the employing organisation is an ecclesiastical corporation established for charitable purposes
 - Proof that the employing organisation holds valid accreditation from an accreditation body or that it has passed an inspection by the Office for Standards in Education (Ofsted)
 - A signed letter from Head of Mission (or international organisation or overseas government)
 - An endorsement from the governing body for the particular sport of the employing organisation
 - Reference to the Public Bodies' Directory issued by the Cabinet Office
- Employers Liability Insurance (Name of Insurer & amount of insurance)
- Confirmation of Acceptance of the Terms & Conditions of the Scheme **(If the form is being submitted by the Employer)**
- Contact Details for the Authorised Signatory who can accept the Terms & Conditions on behalf of the Employer **(if the form is being submitted by a Legal Advisor on behalf of the employer)**
- Purchase Reference for Invoicing purposes (if applicable).