



*“The Specialist work permit provider for the UK construction Industry”*

**WORK PERMITS**  
direct



OISC Registered  
No.F200300021

*Serving a One World Community*

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## The Specialist work Permit provider for the UK construction Industry

Work Permits Direct has evolved simultaneously alongside the Office of the Immigration Services Commissioner (OISC) aligning itself as the specialist work permit provider for the UK construction Industry, advising and assisting corporations on mobilising a multi cultural work force, processing visas and work permits, to immigration and citizenship formalities.

### One scheme fits all

Work Permits Direct pride themselves on a tailored and dynamic immigration solution. We work in close association with a wide variety of companies. From those who may require only one or two work permits or intra-company transfers per year, to the worlds leading design consultancies and Civil Engineering Contractors requesting volume applications and a range of immigration services.

Our construction exposure is unrivalled. We have extensive experience covering many nationalities including South African, Sri Lankan, Moldovan, Russian, Chinese, Australian, New Zealanders, Botswanan, Kenyan, Zimbabwean, Filipino, Pakistani, and Indian as well as citizens from the recent accession entrants.

Providing consistent and cost effective immigration solutions our primary objective is to assist corporate clients in delivering a focused, productive employee by helping the corporate transferee and family to settle into their new location whether a single applicant or a complete project team.



## Dedicated Account Management

### Help at hand

#### 12 hours a day – all day, every day

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Our consultants are specialists on the construction sector, pro active and dedicated. Our knowledge and understanding of the UK construction Industry add real value to assisting our corporate and individual's immigration, work permit, and staffing needs. Our construction team consists of registered UK OISC advisors who are also able to advise on broader immigration issues. All staff at Work Permits Direct are fluent in both spoken and written English but we can provide a service in a variety of other languages for overseas clients.

#### Dedicated Account Management

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Work Permits Direct recognises that a critical component of the customer service experience rests in the accessibility and responsiveness of its people and resources. To this end we provide out of hours support via a dedicated client account manager who gets to know your business and overseas nationals, assisting each transferee make a smooth immigration transfer. Our account managers reduce the burden on your time, by managing the time zone delays effectively assisting the speed of approval and provide the critical additional hands on knowledge and support to the transferee and his family for a very successful hire.

#### Typical Response Times

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Work Permits Direct performance standards include several response and cycle time criteria. These metrics are incorporated into our “supplier service level agreements” employee incentive compensation and customer service satisfaction to maintain the highest level of adherence.

# Helping you manage integration better

## Consistency & Quality

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Work Permits Direct offers full accountability, transparency of immigration management and strives to constantly explore appropriate cost efficiencies. We understand that the immigration requirements of organisations can and often do change dynamically in response to overall business opportunities and challenges and we will pro actively assist our clients capitalise on changing policy. We assist in providing a smooth integration for your new hires and their families.

## Accreditation & Training

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Our account managers regularly attend training and seminars of the Immigration Law Practitioners' Association (ILPA) keeping ahead of the constantly changing legislation and government policy. Furthermore as members of the Joint Council of the Welfare of Immigrants (JCWI) our account managers are provided with an excellent resource for training and development on immigration legislation ultimately keeping your business informed and forewarned.

## Maintaining Professional Standards

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Work permits Direct is authorized and regulated by the Office of the Immigration Services Commissioner (OISC) Registration number F200300021.



The Office of the Immigration Services Commissioner (OISC) is an independent public body set up under the Immigration and Asylum Act 1999. The OISC is responsible for regulating immigration advisers in accordance with the Commissioner's Code of Standards and Rules. The OISC promote and monitor professional standards and good practice within the industry.

# What will your Work Permits Direct scheme cover?

Our scheme at Work Permits Direct has accumulated vast experience in the application for, and processing your UK immigration applications. Our service does not stop there, we are able to review the visa status of your current employees, giving you total confidence your employees are conforming to the tightening and ever changing home office rules on foreign nationals employed by you. We feel it is a worthwhile exercise if only to reassure the employees of your ongoing support and commitment.

Work Permits Direct anticipate providing the following advice and services:-

## UK Work Permit Applications (New Hires)

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After an initial consultation with your dedicated consultant and the transferee, we coordinate all relevant documentation and have this verified before submitting to the UK authorities. For those employees recruited especially from outside the UK, this process can take up to 10 working days from date of lodgment. Both transferee and the client are kept informed throughout the application process.

## Further Leave to Remain

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Required for all applications where the applicant is resident in the UK and has been granted a UK work permit. This is lodged by the individual and can be fast-tracked. Again Work Permits Direct assists with the drafting and submission of this application.

## Extension to a Work Permit

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Required only on those rare occasions when a full five years Work Permit is not secured in the initial case. The case worker will always aim to apply for a longer Work Permit than required initially to reduce the added cost and administration required to extend a permit.

## Notification of change to employment

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Required if a Work Permit holder is reassigned to another office or if the individual's position within the organisation changes considerably. This can happen due to promotion or reassignment to another division.

## Intra Company Transfer (ICT)

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Required by overseas employees who are now required to work in the UK subsidiary/branch. These permits are only issued to people who have worked in the subsidiary overseas for six months or longer before being transferred to the UK.

## UK Entry Clearance

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Required by visa nationals to enter the UK for any period including transit visas through a UK port. Work Permits Direct will assist with the complete entry clearance application. N. B. The case must be submitted by the candidate to the British embassy / High Commission in the individual's country of origin or residency before travel is undertaken to the UK.

## Fast Track Applications

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Work Permits Direct has the ability to fast track certain applications, whereby we can turn around applications extremely quickly if required.

## HSMP Applications

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Work Permits Direct can apply for the Highly Skilled Migrant Program for individuals on behalf of the company or individual where a work permit will not be applicable. Both transferee and hiring company are kept informed throughout the application process.

# Your Work Permit Premiums

Work Permits Direct operates a transparent, flat fee premium structure, enabling companies and HR departments alike to budget confidently for the immigration portion of a single international assignment or a volume recruitment campaign. Premiums will be based on a number of factors, namely the size and diversity of the requirements per annum, we will consider your company profile and allocate a rating for discounts similar to other company profiles ensuring you get the best value.

<b>Work Permits Direct Fee</b> <sup>*1</sup>	<b>( GBP )</b> <sup>*2</sup>
UK Work Permit (New Hires)	£595.00 / application
UK Work Permit Extension	£400.00 / application
Intra Company Transfer	£400.00 / application
UK Entry Clearance	£200.00 / application £180.00 / dependant
UK Fast Track	£250.00 / application
UK Further Leave to Remain	£200.00 / application
Worker Registration Scheme	£100.00 / application
Ongoing Support / consultation advice	Free of Charge

<sup>\*1</sup> The above fees exclude VAT (currently 17.5%) and UK Home Office Fee (see below)

<sup>\*2</sup> Volume applications may be subject to a discount

<b>UK Home Office Fee</b>	<b>( GBP )</b> <sup>*3</sup>
Work Permit Fee	£190.00 / application
Further Leave to Remain Fee	£350.00 / application
Further Leave to Remain Fast Track	£550.00 / application
Indefinite Leave to Remain	£750.00 / application
Worker Registration Scheme	£90.00 / application

<sup>\*3</sup> UK Home Office fees do not attract VAT, fees subject to change.

## Advertising Expenses

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That we may be instructed to perform.

## Employers Registration of Sponsorship/PBS (Tier 2)

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Work Permits Direct Fee <sup>*4</sup>	( GBP ) <sup>*5</sup>
Migration Management System (2 years)	£1,500.00
Ongoing Support / consultation advise	Free of charge
Skilled worker certificate	£575.00 / application
Day Fee (excludes 2nd class rail travel expense)	£295.00

<sup>\*4</sup> The above fees exclude VAT (currently 17.5%) and UK Home Office Fee (see below)

<sup>\*5</sup> Volume applications may be subject to a discount

See Service Level Agreement for Terms & Conditions and Sponsorship/PBS progress & Fee chart attached for details on charges.

UK Home Office Fee	( GBP ) <sup>*6</sup>
Employers registration of Sponsorship (4 years)	£300.00 - 1,000.00 / employeer
Skilled worker certificate of sponsorship	£170.00 / application

<sup>\*6</sup> UK Home Office fees do not attract VAT, but fees may be subject to change.

The £300.00 is applicable for small companies (less than 50 employees) – £1000.00 for all other companies. Government Fees are non-refundable.

## Everything's taken care of

The Work Permits Direct scheme also includes some valuable additional benefits:

### Loyalty Benefit

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An additional loyalty discount may be applicable for companies.

### Standards

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To further build upon our reputation for excellence, we aim to adhere to the following:

- » To always remain competitive in terms of fees
- » To always work to a flat fee structure once we have been instructed by the client and once we have agreed to take responsibility and guarantee the case
- » We comply with a strict policy to protecting all our clients' interests and confidentiality as well as an ethical obligation.
- » Providing clear, impartial and practical advice, communicating and assisting clients every step of the way
- » To handle the frustrations of Regulatory and Legislative bureaucracy on your behalf and all applications submitted are properly represented regarding government Regulations and Legislation whilst representing your business needs.
- » Help clients manage and drive the process forward whilst following the best practice procedure.
- » Saving clients valuable time and complexity.

While you run your business, let us look after your immigration and work permit needs, whether its improving your employee diversity programme, controlling the costs, addressing your skills requirements or taking the stress and trauma away to assist in the perfect hire, we can help. At Work Permits Direct we are dedicated to supporting you, your employees and your business.

***UK work permit new hires***  
***Further leave to remain***  
***Intra-company transfers (ICT)***  
***UK entry clearance***  
***Extensions to a work permit***  
***Fast track applications***  
***Worker Registration Scheme***  
***Registration of sponsorship***  
***Tier 1 and Tier 2***

[www.workpermitsdirect.com](http://www.workpermitsdirect.com)



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