

Clowes Bureaucracy Experts LTD – Fee Scale

Please read this letter carefully and then sign it. Your signature means that you agree with the letter's contents. Please sign two copies of this letter. One for you to keep and one for me to keep.

This fee scale details our fees for all immigration advice and services that we are registered to provide to our clients. We normally charge on a fixed fee basis.

Please note that our organisation is not VAT registered. Therefore, no VAT will be added to the fees outlined below. The fixed fees include: all attendances and written and telephone correspondence with you and relevant 3rd parties; consideration, preparation and submission of application and relevant supporting documents. Copies of documents and postage.

Fee Structure

We are happy to discuss with you whether you need legal advice or representation and what steps we could carry out on your behalf. This fee scale details our average fees for immigration advice and services that we are registered to provide to our clients. We generally charge on a fixed fee basis. This means you will know before we begin to work on your case, what our charges will be, and these will not change, unless there is a change of circumstances in your case and the nature of work.

Should you wish to withdraw instructions part way through your immigration case we will charge you for all work we have undertaken on your behalf at an hourly rate of £250.

Face to face one off advice appointments are also available to enable you to obtain initial advice and then take a decision as to how you wish to proceed and whether you wish us to act for you. One off advice appointments normally take between 1 - 1.5 hours.

Full instructions will be taken from you after the initial appointment and we will then advise you as to the range of options available to you. This advice will then be confirmed fully in writing so that you have a reference document upon which you can base your decision making.

Tel: 020 3322 8443

0161 850 0317

Email: immigration@clowesexperts.co.uk

Note that the fees quoted below are our professional fees and do not include any fees charged by the UK authorities to lodge an application (in the UK or overseas) or court fees. These would be advised according to the required service.

The fees do not include disbursements that may be required such as interpreter and translation costs, expert reports and unusual travel expenses. Disbursements are charged at cost and paid by you directly.

Two-stage Payment

1. At the initial meeting £200 is due to be paid. This is non-refundable.
2. We then send you a client care letter detailing your instructions and what we would suggest doing as well as your success chances. This must be signed if you would like us to proceed with your instructions. After submitting your application to the Home Office, the remainder of the fee is due to be paid. This is non-refundable.

This way, you are entitled to decide after the initial consultation whether to proceed or not.

For example:

The fee an Indefinite Leave to Remain is £750. At the initial meeting you pay £200.

After submitting your application to the Home Office, you pay £550.

Payment is accepted by bank transfer, cheque, direct debit, cash and all major debit & credit cards.

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Family visas	Our fee
Appendix FM visas and other family visas (partner, fiancé, child, parent)	£1000
Indefinite Leave to Remain application for spouse, partner, child	£750
British citizenship	
Naturalisation as a British citizen	£700
Registration as British citizen- adult	£850
Registration as British citizen- child	£500
EU Settlement Scheme applications	
EUSS applications	£75
Complex EUSS applications	£500
Family permit applications (including subsequent EUSS application)	£200
Family permit applications with proof of dependence	£300
Visitor visas	
Visitor visa	£500
UK Ancestry applications	
UK Ancestry visa- entry clearance	£850
Indefinite Leave to Remain	£750
PBS and business visas	
Sponsorship licence	£2000
Skilled Worker visa application	£750
Global Talent visa	£2000
UK Tier 4 (student visa) and Tier 5 applications	£600
Other immigration applications	
Bail applications to the Secretary of State	£400
Returning Resident Visa	£1200
NTL/TOC form to transfer visa from an expired passport	£250
Renunciation of British citizenship application	£200
Application checking	£200
NTL/TOC form to transfer visa from an expired passport	£250
Human Right applications	
Discretionary Leave application	£1200
Immigration appeals and administrative review	
Lodging an application for administrative review	£500
Lodging a pre-action protocol letter	£500
Appeal preparation and representation	£1500
Hourly fees	
Initial consultation pending instructions	£200
One-off consultation	£250
Immigration casework and appeal representation in Tribunal	£250

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Signature_____ Date_____

Please print your name_____