

Clowes Bureauarcy 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.

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 decisionmaking.

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.

**Tel: 020 3322 8443
0161 850 0317**

Email: immigration@clowesexperts.co.uk

Three-stage Payment

1. At the initial meeting £100 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 50% of the remainder of the fee is due to be paid. This is non-refundable. *
3. Upon receiving a positive decision from the Home Office, the remainder of the fee is due to be paid. This is non-refundable. **

This way, you are entitled to decide upon every stage whether to proceed or not.

For example:

The fee an Indefinite Leave to Remain is £500.

At the initial meeting you pay £100.

After submitting your application to the Home Office, you pay another £200.

When you have finally received your Indefinite Leave to Remain you pay the remaining £200.

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

PLEASE NOTE:

* If within 3 months from the date of the client care letter we cannot proceed due to not being provided by you enough information and documents, where you could have reasonably provided them within the 3 months' timeframe, the three-stage payment cycles goes back to stage 1. So, if you will be still willing for us to proceed with your case, you will have to pay the initial £100 again.

**Failure to follow my instructions to you will mean that you will have to pay 100% of the remainder of the fee even before the completion of your application, regardless of its results.

Tel: 020 3322 8443

0161 850 0317

Email: immigration@clowesexperts.co.uk

Family visas	Our fee
Fiancée/fiancé visa	£500
Leave to Enter and Leave to Remain for spouse, partner, child	£750
Indefinite Leave to Remain application for spouse, partner, child	£500
British citizenship	
Naturalisation as a British citizen	£500
Registration as British citizen- adult	£650
Registration as British citizen- child	£300
EU Settlement Scheme applications	
EUSS applications using app, for 1-2 persons, per person	£30
EUSS applications using app, for 3-5 persons, per person	£20
EUSS applications using app, for 6-8 persons, per person	£16
EUSS applications using app, for 9 and more persons	£130
Complex EEA applications, Permanent Residence card	£500
Visitor visas	
Visitor visa	£500
UK Ancestry applications	
UK Ancestry visa- entry clearance	£750
Indefinite Leave to Remain	£500
PBS and business visas	
UK Tier 1 (Investor), (Entrepreneur), (Exceptional Talent) visa	£2000*
UK Tier 2 (General) and (ICT) Skilled Worker visa application – up to three years	£650*
UK Tier 2 (General) and (ICT) Skilled Worker visa application – over three years	£100*
UK Tier 4 (student visa) and Tier 5 (Temporary Worker) application	£500*
Business Visitor visa	£500*
Separate application for a dependant of an existing Tier 1, 2, 4 or 5 visa holder	£500*
Documents check and trial UKBA audit at sponsor's office	£800**
Resident Labour Market Test (advertising services and test report)	£400
Issuing a Certificate of Sponsorship (including restricted CoS)	£700
Requesting/issuing a CoS & managing a NEW Tier 2 visa application (three years/over three years)	£700/1000
Issuing a CoS & extending a Tier 2 visa – up to three years (existing clients only)	£700
Indefinite Leave to Remain application, Tier 2 visa holders	£500
Indefinite Leave to Remain applications, Tier 1 visa holders (salary only)	£600
Indefinite Leave to Remain applications, Tier 1 visa holders (self- employed)	£1000

* £250 extra per dependant applied for at the same time as main applicant – in the UK; £450 extra per dependant applied for at the same time as main applicant – outside the UK.

** Plus travel costs @ 75pence per mile/public transport/taxis at cost.

Tel: 020 3322 8443
0161 850 0317

Email: immigration@clowesexperts.co.uk

Other immigration applications	Our fee
Bail applications to the Secretary of State	£300
Returning Resident Visa	£1000
NTL/TOC form to transfer visa from an expired passport	£250
Renunciation of British citizenship application	£200
Application checking	£200
Human Right applications	
Discretionary Leave application	£1000
Immigration appeals and administrative review	
Lodging an application for administrative review	£400
Lodging an appeal on initial grounds	£400
NTL/TOC form to transfer visa from an expired passport	£250
Hourly fees	
Initial consultation pending instructions	£100
One-off consultation	£200
Immigration casework	£250

Signature _____ Date _____

Please print your name _____