

APPLICATION FOR  
INDEFINITE LEAVE TO REMAIN  
IN THE UK AS A  
RETIRED PERSON OF  
INDEPENDENT MEANS  
OR  
REPRESENTATIVE OF AN  
OVERSEAS BUSINESS  
AND A BIOMETRIC IMMIGRATION DOCUMENT

In accordance with paragraph 34 of the Immigration Rules, this is a specified form for the purpose of the Immigration Rules as of 6 April 2012 and must be used for all applications made on or after that date for the purposes stated on this page and listed in section 3.

You also need the separate guidance documents listed below, which you should read before making your application:

- SET(BUS) guidance notes
- UKBA photograph guidance

If you do not already have these documents, you can get them from our website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the version which must be used when you are ready to apply.

Applications on this form may be made by post using the address below.

**UK Border Agency**  
Indefinite Leave to Remain  
PO Box 591  
Durham  
DH1 9FS

Retired person  
of independent  
means

Representative  
of an overseas  
business

Biometric immi-  
gration docu-  
ment (Biometric  
Residence Permit  
(BRP))

This form is valid  
only for applica-  
tions made on or  
after 6 April 2012

**THE FEE**

If you are a single applicant on form SET(BUS) and no dependants are applying with you, there is a fee of £991 for applications made by post or courier.

The premium service at our Public Enquiry Offices is not available for applications on form SET(BUS).

If one or more dependants are applying with you, the fee increases by £496 for each dependant applying as shown in the table below.

Number of applicants	Fee
Yourself and 1 dependant	£1487
Yourself and 2 dependants	£1983
Yourself and 3 dependants	£2479
Yourself and more than 3 dependants	Add £496 to the amount above for each additional dependant

Please note that your application will be rejected as invalid if you do not pay the specified fee.

**WHO MAY APPLY WITH YOU?**

You may include your spouse, civil partner, unmarried or same-sex partner and/or children under the age of 18 if they are applying as your dependants. But they must pay the specified fee if they apply separately.

Children aged 18 or over may not be included. They must apply individually and pay the specified fee in each case.

**HOW CAN YOU PAY?**

You must pay by one of the methods specified below. Please note that your application will be rejected as invalid if you pay by any other method.

- Cheque
- Postal Order
- Credit card<sup>1</sup> - Visa (including Electron), MasterCard or American Express (Amex)
- Debit card - Delta, Maestro\* (including Solo)
- Banker's draft (payable to the Home Office)

\* Maestro - we will only accept Maestro cards issued in the UK.

**CHEQUES AND POSTAL ORDERS**

You must make the cheque or postal order payable to Home Office Leave to Remain and cross the cheque or postal order(s) A/C Payee only.

Write the full name, nationality and date of birth of the main applicant on the back of each cheque and/or

<sup>1</sup> Please note that when making large or multiple payments using your credit card, the anti fraud measures that banks operate sometimes stop the full payment being taken. This is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application.

each postal order and keep the postal order stub(s).

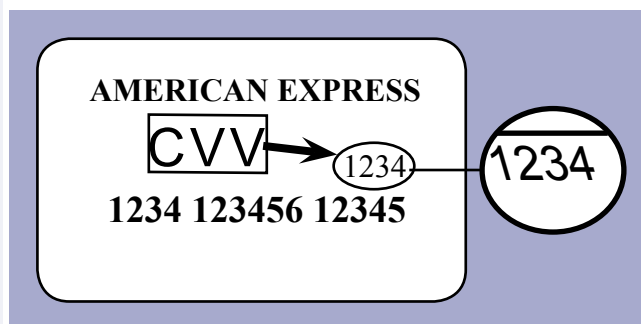
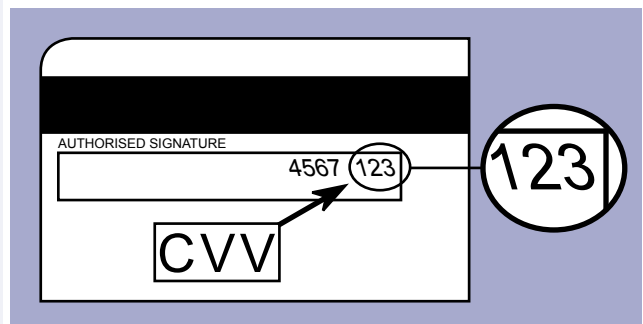
Make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

Attach your cheque or postal order(s) to the front of the application form.

**COMPLETING THE PAYMENT DETAILS PAGE**

To ensure that your payment is processed without any delay, please note the points below when completing the payment details.

- 1-2 The address at 1 should be the contact address in the UK for any correspondence. If it is not your home address (eg a solicitor or other authorised immigration adviser may be submitting the application), give the contact name at 2.
- 3 This should be the full name of the main applicant as given in his or her passport or travel document.
- 4 Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.
- 8-12 Complete only if paying by card.
- 11 The card security number is a three-digit security code known as the card verification value (CVV). It consists of the last three numbers on the signature strip on the back of the card as shown below.



If you do not provide the CVV number, we cannot take the payment and your application will be rejected as invalid.

- 12 It is the cardholder as named on the credit or debit card who must sign and date.



If you are producing a double-sided copy of this application form, please include this page and make sure it falls on the reverse of the payment details page in the two-sided copy.

For administrative reasons, it's important that the rest of the form begins with Section 1 - Applicant's Details facing upwards.





## SECTION 3 - WHICH CATEGORY?

Please tick a box to show us the category in which you are applying for indefinite leave to remain and to confirm that you are also applying for a biometric immigration document.

Retired person of independent means

Representative of an overseas business

## SECTION 4 - KNOWLEDGE OF LANGUAGE AND LIFE IN THE UK

To qualify for indefinite leave to remain, applicants aged 18-64 must show that they have a sufficient knowledge of language and life in the UK. The separate guidance notes provide detailed information about this requirement.

4.1 Are you aged 18--64? Yes  No

4.2 If your partner is applying with you, is he or she aged 18-64? Yes  No

If you have answered yes to 4.1 and/or 4.2, continue below. If you answered no to 4.1 and 4.2, or your partner is not applying with you, go to section 5.

4.3	Have you and/or your partner obtained one of the relevant qualifications listed in Note 1 to show that you have sufficient knowledge of the English language and life in the UK? If so, show which qualification(s) by ticking one or more of the boxes opposite.	You		Your partner	
		Life in the UK test	<input type="checkbox"/>	Life in the UK test	<input type="checkbox"/>
		ESOL qualification	<input type="checkbox"/>	ESOL qualification	<input type="checkbox"/>

Note 1 Relevant qualifications are either:

- a pass in the test known as the “Life in the UK” test (aimed at those with English language ability at or above ESOL Entry 3 Level – see Note 22a-j of the guidance notes which accompany this application form); or
- A relevant ESOL with citizenship qualification issued by an approved awarding body, undertaken at an accredited college, and demonstrating that you have progressed at least one level, as described in Note 22l-m of the guidance notes which accompany this application form.

If submitting a relevant ESOL qualification, you must also include a letter from your college containing the information specified in **Note 22m** of the guidance notes which accompany this application form.

4.4	If you and/or your partner have not obtained one of the relevant qualifications, are you claiming exemption from this requirement because a physical or other condition prevents you from taking the Life in the UK test or doing an ESOL course? See Note 2.	You		Your partner	
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Note 2 If you and/or your partner are claiming exemption, you must provide a doctor’s letter or similar evidence confirming that you and/or your partner are unable to take the test or do an ESOL course. An exemption will only be agreed exceptionally.

## SECTION 5 - YOUR HOME AND FINANCES

- 5.1 Is your home in the UK:    a) owned by you?     b) rented from a local authority or housing association by you?     c) privately rented by you?     d) owned or rented by a relative or friend?     e) other?  Give details below.

- 5.2 Do you or your partner, or both, pay any rent or mortgage for your home?    Yes     No     If so, how much do you pay each month?    £

- 5.3 Are you working in the UK?    Yes     No     If so, what is your pay each month after income tax and other deductions?    £

- 5.4 Is your partner working in the UK?    Yes     No     If so, what is his/her pay each month after income tax and other deductions?    £

- 5.5 Are you receiving any public funds?    Yes     No

The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 5.5, you must tick the relevant box(es) to show which of these are being received.

- |                      |                          |                                    |                          |                                                 |                          |                      |                          |
|----------------------|--------------------------|------------------------------------|--------------------------|-------------------------------------------------|--------------------------|----------------------|--------------------------|
| Attendance Allowance | <input type="checkbox"/> | Council Tax Benefit                | <input type="checkbox"/> | Income-based Jobseeker's Allowance              | <input type="checkbox"/> | Social Fund Payment  | <input type="checkbox"/> |
| Carer's Allowance    | <input type="checkbox"/> | Disability Living Allowance        | <input type="checkbox"/> | Income Related Employment and Support Allowance | <input type="checkbox"/> | State Pension Credit | <input type="checkbox"/> |
| Child Benefit        | <input type="checkbox"/> | Housing Benefit                    | <input type="checkbox"/> | Income Support                                  | <input type="checkbox"/> | Working Tax Credit   | <input type="checkbox"/> |
| Child Tax Credit     | <input type="checkbox"/> | Housing or Homelessness assistance | <input type="checkbox"/> | Severe Disablement Allowance                    | <input type="checkbox"/> |                      |                          |

## SECTION 6 - ABSENCES FROM THE UK

- 6.1 When did you (the main applicant) first enter the UK? This refers to the date of your first entry into the UK at the beginning of the 5-year period of stay on which this application is based.
- |     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

- 6.2 Since then have you had any absences from the UK? If yes, give the dates you left and returned to the UK and the reason for the absence in the spaces below. List all absences however short and in date order. If you need more space, continue on a separate sheet and enclose it with your application.    Yes     No

Date left the UK	Date returned to the UK	Reason for absence



## SECTION 7 - PERSONAL HISTORY

If you have answered yes to question 7.2, 7.3, 7.4, 7.5, 7.6 or 7.7 on the previous page, you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.

### REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on 020 7840 6464 or by obtaining a free copy of their leaflet on 020 7840 6427.

### DEFINITIONS

For the purposes of answering questions 7.3 to 7.7, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017](http://www.opsi.gov.uk/acts/acts2001/20010017) or purchased from The Stationery Office (telephone 0870 600 5522). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants applying with you.

#### War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

#### Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

#### Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

#### Terrorist activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

#### Organisations concerned in terrorism

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.









## SECTION 9 - PHOTOGRAPHS

It is mandatory to provide the relevant photographs specified below, and for each photograph to comply with the mandatory format requirements specified in the separate photograph guidance provided with this form.

Please note that this application will be invalid if you do not provide the photographs or if they do not comply with the specified mandatory format requirements.

Tick the relevant box(es) to confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

- Two recent identical passport-size photographs of yourself with your full name written on the back of each photograph. Please see the separate photograph guidance on the approved format.
- Two recent identical passport-size photographs of each dependant included in section 2 and applying for indefinite leave to remain in the UK with you, with their full name written on the back of each photograph.

## SECTION 10 - DOCUMENTS

You must provide the documents specified below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the relevant boxes to show the documents you are providing. They must be originals. You should photocopy each of these documents and provide the copies in addition to the originals. You should also provide passport/s along with photocopies of any pages that contain personal details, visas or immigration stamps (foreign or UK).

All applicants must provide the relevant documents specified in 10A. You must also provide the relevant documents specified in 10B or 10C for the category in which you are applying.

Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form

### **10A All applicants Passports and immigration documents**

- Your current passport or travel document. If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- The current passport(s) or travel document(s) for each dependant included in section 2 and applying for indefinite leave to remain in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your Biometric Residence Permit if you have been issued with one since entering the UK. See Note 4.
- The Biometric Residence Permit for each dependant included in section 2 and applying for indefinite leave to remain in the UK with you if they have been issued with them since entering the UK. See Note 4.

Note 4 Residence Permits have been issued to certain foreign nationals since 25 November 2008 when they have been given permission to remain in the UK. Unless reported lost or stolen, they should be enclosed with any application for further permission to remain in the UK.

Your police registration certificate if you have been asked to register with the police.

The police registration certificate(s) of each dependant included in section 2 and applying for indefinite leave to remain in the UK with you if they have been asked to register with the police.

### Your finances

Evidence of your finances. Bank statements, building society savings books, pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds (see Note 5).

Note 5 The documents showing the finances available to you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.

### Knowledge of language and life in the UK

If you have to complete section 4 and you and/or a partner applying with you are aged 18-64, you must provide one of the following for each of you:

A Life in the UK test pass notification letter; or

**A relevant ESOL qualification**, as described in **Note 22l-m** of the guidance notes which accompany this application form, together with a letter from your college containing the information specified in **Note 22m** of the guidance notes.

### 10B Retired persons of independent means

If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as a retired person of independent means, in addition to the relevant documents in 10A, you must provide the following documents:

Evidence that you have made the UK your main home since you were given leave to enter or remain as a retired person of independent means. This is best provided in the form of all the passports you have held during this period. You should also provide a list of your movements in and out of the country during this period (see section 6 of this form on page 8).

Evidence that you have had an income of your own of not less than £25,000 each year for a continuous period of 5 years which has been under your control and disposable in the UK.

## 10C Representative of an overseas business

If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as a representative of an overseas business (or in the categories mentioned in Note 6), in addition to the relevant documents in 10A, you must provide the documents listed below after Note 6.

**Note 6** The representative of an overseas business category was introduced in the Immigration Rules on 1 October 2009. However, anyone completing 5 years' stay as a sole representative, or as the representative of an overseas newspaper, news agency or broadcasting organisation is eligible to apply for indefinite leave to remain under the new rules.

- Confirmation from the overseas business that its headquarters and principal place of business remain outside the UK and that it wishes to continue to employ you as previously.
  
- Evidence that a registered branch or a wholly-owned subsidiary has been established in the UK and is still in existence. This is best provided in the form of a letter or documents from Companies House confirming that the structure of the UK operation has not changed.
  
- Evidence that you have been employed full-time as a representative of an overseas business, a sole representative, or a representative of an overseas newspaper, news agency or broadcasting organisation for a continuous period of 5 years. This is best provided in the form of documents such as P60s for the past 5 years and pay slips for the last 3 months.
  
- All the passports you have held during the five year period, together with a list of your movements in and out of the UK since you first entered as a representative of an overseas business, sole representative or representative of an overseas newspaper, news agency or broadcasting organisation.
  
- Evidence that the UK operation is active. Such evidence may take different forms according to the nature of the business. If there are accounts for the business, you should provide these; you should also provide copy invoices, contracts and business letters.





## SECTION 12 - DECLARATION

You must now read the declaration below and sign it. This must be signed by you (the applicant) and not by a representative or other person acting on your behalf.

It is mandatory for the declaration to be signed.

Please note that this application will be invalid if it is not signed as specified above.

I hereby apply for indefinite leave to remain in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that the photographs submitted with this form are a true likeness of myself and any dependants who are applying with me, as named on the back of each photograph and that I have had the opportunity to see the UK Border Agency (UKBA) photograph guidance.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available I will inform UKBA.

I understand that all information provided by me to UKBA will be treated in confidence; that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions; and that, if such bodies provide UKBA with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

I understand that my details may in certain circumstances be passed to other people, including fraud prevention agencies, to prevent and detect fraud, money laundering and other crimes. I also understand that the UK Border Agency may receive information about me. Further details explaining when information may be passed to or from other people, including fraud prevention agencies, and how that information may be used can be obtained from the UK Border Agency website.

I understand that documents provided in support of this application will be checked for authenticity; and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the United Kingdom.

I understand that UKBA may also use the information provided by me for training purposes.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.

Signature

Date

# PHOTOGRAPHS AND DOCUMENTS CHECKLIST

Please complete this part of the form to help us check that we have received your photographs and documents. At "A" tell us how many of each of the listed items you are providing with your application. At "B", list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form. All documents must be originals. You should photocopy each of these documents and provide the copies in addition to the originals.

A. Listed items	How many?
Photographs of yourself	
Photographs of any dependants applying	
Passports	
Travel documents	
Biometric Residence Permits	
Police registration certificates	
Life in the UK test pass notifications	
ESOL qualification	
Bank statements	
Building society savings books	
Pay slips (representative of an overseas business only)	

B. Other documents	How many?

**Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form.**

## FINAL CHECKS

To ensure that your application is complete, please make the following final checks. Tick each box that is relevant to your application.

- |                                                                                                                                                                                                                                         |                          |                                                                                                                                                                                        |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Is SET(BUS) the right form for you and is it valid for use? See date and notes on front page.                                                                                                                                           | <input type="checkbox"/> | Have you completed the payment details page and made the correct payment?                                                                                                              | <input type="checkbox"/> |
| Have you ticked a box in section 3 to show the category in which you are applying?                                                                                                                                                      | <input type="checkbox"/> | Have you completed section 7 and the rest of the form as specified?                                                                                                                    | <input type="checkbox"/> |
| Have you provided the photographs specified in section 9 and are they in the approved format?                                                                                                                                           | <input type="checkbox"/> | Have you provided your current passport or travel document and all other relevant documents specified in section 10 and are they originals? (we also require photocopies of the same). | <input type="checkbox"/> |
| If you are unable to send us any of the documents specified in section 10 which are relevant to your application, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them? | <input type="checkbox"/> | Have you signed and dated the declaration in section 12?                                                                                                                               | <input type="checkbox"/> |

Finally, if you are posting it, please make sure that the application is addressed exactly as shown below.

**UK Border Agency**  
 SET(BUS)  
 Indefinite Leave to Remain  
 PO Box 591  
 Durham  
 DH1 9FS