#### **BUSINESS VISITOR (VAF1C NOV 2008)**

This form is for use outside the UK only. This form is provided free of charge.



#### ► READ THIS FIRST

This form must be completed in English. You may use blue or black ink.

Please follow the guidance notes carefully and complete all questions as indicated. If you run out of space, please use Part 9 – Additional Information.

The UK Border Agency may take a decision on your application based on the information contained here without interviewing you. Therefore please ensure you submit all relevant original documents (please see supporting documents guidance).

It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming to the UK for 10 years if you use a false document, lie or withhold relevant information. You may also be banned if you have breached immigration laws in the UK.

#### YOU SHOULD COMPLETE THIS FORM IF YOU ARE COMING TO THE UK AS A BUSINESS VISITOR.

If the main reason you are applying to come to the UK is as: a tourist or to visit friends you must complete VAF1A; a family visitor you must complete VAF1B; a student visitor, you must complete VAF1D; an academic visitor, you must complete VAF1E; to get married or register for marriage/civil partnership, you must complete VAF1F; to receive medical treatment, you must complete VAF1G; if you are a visitor in transit, you must complete VAF1H; a sports visitor, you must complete VAF1J; an entertainment visitor, you must complete VAF1K. If you are visiting the UK for any other reason then please complete VAF1A.

How long do you	want your visa to be val	id for? Put a cross	s (x) in the rele	vant box	
6 months	1 year	2 years		5 years	10 years
What is the main	purpose of your visit to	the UK? >>>>	How long	do you intend to	o stay in the UK?
Travel Dates On which date do y	rou wish to travel to the UK?	*>>>>>>>>	On which da	ate will you leave t	the UK?
Part 1 A	bout You Read Guid	dance, Part 1			
1.1 Given name(s)	(as shown in your passport)	>>>>>	1.2 Family	name (as shown in	your passport)
	ncluding any other names you names that you have been kno		1.4 Sex Put Male	t a cross (x) in the re	elevant box
1.5 Marital status? Put a cross (x) in the	relevant box Single	Dissolved Partnership		d/ Civil Partner	Unmarried Partner Widowed/Surviving Civil Partner
D D M	M Y Y Y Y h		1.7 Place o		
1.10 Do you hold, Yes No	or have you ever held, any o		nationalities?	? Put a cross (x) in	the relevant box

# Passport Information Read Guidance, Part 2 Part 2 Enter details of the passport or travel document that you will use to travel to the UK. 2.1 Current passport or travel document number >>>>>>>> 2.2 Place of Issue 2.4 Date of Issue **2.6** Is this your first passport? Put a cross (x) in the relevant box Yes No If 'Yes' go to Part 3 2.7 Please give details of any previous passports, covering the last 10 years, including where these passports are now. Your Contact Details Read Guidance, Part 3 Part 3 3.2 How long have you lived at this address? 3.3 Home (landline) telephone number 3.4 Your mobile telephone number 3.6 Contact details if different from those given in question 3.1 Your Family Read Guidance, Part 4 Part 4 4.2 Father's family name 4.4 Father's place and country of birth 4.6 Mother's given name(s) 4.8 Mother's date of birth 4.10 Mother's place and country of birth 4.11 Full name of spouse/partner (If single go to 4.16) >>>>>> 4.12 Spouse/partner's nationality/nationalities

	Put a cross (x) in the relevant box
Yes No If 'No', please provide full details of where your spouse currently lives.	Yes No No
	4.16 Do you have any children? Put a cross (x) in the relevant box
	Yes No If 'No', please go to question 4.20
4.17 Please provide full details for each of your >>>>>>> dependant children	4.18 Do all your children currently live with you at the address given in Question 3.1? Put a cross (x) in the relevant box
Name Date of Birth	Yes No If 'No', please provide full details of where your children currently live.
4.19 Please list any of your children who will be travelling >>>> with you to the UK?	4.20 Will any other children be travelling with you?  Put a cross (x) in the relevant box  Yes If 'Yes' go to 4.21 No If 'No' go to Part 5.
4.21 If yes please provide full details about the child/children	in loo go to 4.21 The limit in the go to talto.
Diagon poto, if a shild is travalling without their perents he/sh	
or legal guardian that they consent to the child's visit.	e should present written notification from the child's parent
or legal guardian that they consent to the child's visit.	Guidance, Part 5
or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G	Guidance, Part 5 n should enter parents' details.
or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children	Guidance, Part 5 n should enter parents' details.
or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)	Suidance, Part 5  In should enter parents' details.  If in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship
or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x  Employed full time, please go to 5.2	Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9
or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2	Suidance, Part 5  In should enter parents' details.  If in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship
or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2	Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9
or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2  Unemployed, please go to 5.9  Student, please give details of the course and institution you	Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9
Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2  Unemployed, please go to 5.9  Student, please give details of the course and institution you attend in the box provided; then go to 5.2	Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9
Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2  Unemployed, please go to 5.9  Student, please give details of the course and institution you attend in the box provided; then go to 5.2  Employment  5.2 What is your present work or job or occupation? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9

5.5 What is your work address? >>>>>>	>>>>>>	5.6 What are your employer's telephone	numbers?
		5.7 What is your employer's email addre	ess?
5.8 Please give details of any additional jo	ob(s) or occupation(s)	you have	
5.9 Have you ever worked for any organisa	ation of a type (state o	or non-state) listed below? Put a cross (x) in	the relevant box
Armed forces (including national service)	Yes No	Media	Yes No
Government (central or local)	Yes No	Public or civil administration	Yes No
Judiciary	Yes No	Security (including police and private security companies)	Yes No
If you have ticked 'yes' to any of the above, ple list. Include name of organisation, job title or ra			
Income and Expenditure			
5.10 What is your total monthly income from from the frow the from	om all sources >>>		
5.11 Do you receive income from any other including friends or family? Put a cross (x) in			
Yes No If 'Yes' please provide full of	details >>>>>		
5.12 Do you have savings, property or other from stocks and shares)? Put a cross (x) in the			
Yes No If 'Yes' please provide full of	details >>>>>>>		
5.13 How much of your total monthly inco your family members and other dependant			
5.14 How much do you spend each month	n on living costs? >		
5.15 What money is available to you for you	our trip? >>>>>>		
5.16 Who will pay for your travel to the UK	<b><?</b>&gt;</b>		
5.17 Who will pay for your expenses such accommodation and food?	as >>>>>>>		
5.18 If someone other than yourself is pay any part of this visit, how much money will Please also explain why they are paying for all	they give you?		
5.19 What is the cost to you personally of y the UK?	your stay in >>>>>		
Part 6 Previous Application	ons And Travel H	istory Read Guidance, Part 6	
6.1 Have you travelled to the UK in the las	st 10 years?	Yes No If 'Yes' please provide de trips to the UK	etails of any
Date Destination	Purpose	Dura	ation

	velled outside your cour JK, in the last 10 years? e relevant box		Yes No If 'Yes' please provide details of these trips
Date	Destination	Purpose	Duration
	r been refused a visa for Put a cross (x) in the rel		Yes No If 'Yes' please provide full details
Date	Country	Reason	Reference number (for Uk
6.4 Have you bee Put a cross (x) in the	en granted any UK visas e relevant box	s in the last 10 years?	Yes No If 'Yes' please provide details
Date	Purpose		Duration Reference number
	en refused entry on arriv a cross (x) in the relevant		Yes No If 'Yes' please provide details
Date	Reason		Reference number
required to leave a	er been deported, remove any country, including the coss (x) in the relevant box	he UK in the last	Yes No If 'Yes' please provide details
Date	Country	Reason	Reference number (for Uk
	de an application to the n the last 10 years? e relevant box	Home Office to	Yes No If 'Yes' please provide details
Date	Reason for Application	on	Granted/Refused If refused give reason Reference numbe
6.8 Do you have a Put a cross (x) in the	a UK National Insurance e relevant box	e number?	Yes No If 'Yes' please provide details
National Insurance	number	Reason for	r getting a National Insurance number
	any criminal convictions ffences)? Put a cross (x)	in the relevant box	Yes No If 'Yes' please provide details
Date	Country	Offence	Sentence
criminal offence fo	ver been charged in any or which you have not y offences)? Put a cross (x)	et been tried in court	Yes No If 'Yes' please provide details
Date	Country	Offence	

6.11 In times of either peace or war have you ever been >>> involved in, or suspected of involvement in, war crimes, crimes against humanity or genocide? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details in Part 9, Additional Information
6.12 Have you ever been involved in, supported, or >>>>> encouraged terrorist activities in any country? Have you, ever been a member of, or given support to an organisation that has been concerned in terrorism? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details in Part 9, Additional Information
6.13 Have you ever, by any means or medium, expressed >> views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details in Part 9, Additional Information
6.14 Have you engaged in any other activities that might >>> indicate that you may not be considered a person of good character? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details in Part 9, Additional Information
Part 7 Travellers under the age of 18 Rea	d Guidance, Part 7
ONLY TO BE COMPLETED BY APPLICANTS UNDER 18 (or pare	ent/guardian on behalf of applicant)
7.1 Please provide full details about your parent(s)/guardian(s) in	your home country
	e Number Email Address Relationship
<b>7.2 Will you be travelling to the UK alone?</b> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Yes No If 'No' please complete 7.3. If 'Yes' please go to 7.4
7.3 If accompanied, please provide full details of up to two adults your exact relationship to them	who will accompany you, including their passport numbers and
1)	2)
<b>7.4</b> Is the address you will be staying at a private address? > Put a cross (x) in the relevant box	Yes No If 'No' go to Part 8
7.5 Please provide full details about the person you >>>>> will be staying with	7.6 If the person named in 7.5 is not a British Citizen or European Economic Area Citizen, please give details about what permission they have to be in the UK
Name Address Nationality Relationship	what permission they have to be in the UK
	7.7 How long will you stay with this person?
PLEASE NOTE: If a child is travelling without their parents, he/s	he should present written notification from the child's parent or

PLEASE NOTE: If a child is travelling without their parents, he/she should present written notification from the child's parent or legal guardian that they consent to the child's visit.

8.3 Do they already have a visa for the UK?  Put a cross (x) in the relevant box  Yes No They don't need one
8.4 What is the purpose of your visit to the UK?
8.5 Who invited you to the UK?
8.7 What does the Business or Organisation do in the UK?
8.9 Business or Organisation landline telephone number in the UK  8.10 Business/Organisation email address in the UK  8.11 Do you intend to set yourself up in business in the UK?  Put a cross (x) in the relevant box  Yes No
Yes No If yes, please details
Telephone Number Exact Relationship

8.14 Do you intend to visit any of these family members? >>>

No

### Additional Information Read Guidance, Part 9 Part 9 9.1 Is there any other information you wish to be considered as part of your application? If you run out of space please use additional sheets of paper to provide us with all the relevant information required as part of your application. Part 10 **Declaration** I hereby apply for an entry clearance to the United Kingdom. The information I have given is complete and true to the best of my knowledge. I also declare that the photograph submitted with this form is a true likeness of me. 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 the United Kingdom Diplomatic Mission handling my application. I am aware that it is an offence under the Immigration Act 1971 (as amended) to make a statement which I know to be false, or not believe to be true, in order to obtain a visa/entry clearance to the UK. I am also aware that my application will be automatically refused and I may be banned from going to the UK for 10 years if I use a false document, lie or withhold relevant information. I may also be banned if I have breached immigration laws in the UK. I am further aware that should I use a false document, lie or withhold relevant information my details may be passed to law enforcement agencies. I declare that the documents that I have supplied with this application are genuine and the statements I have made with this application are truthful. I understand that UK Border Agency (or a trusted third party) may make reasonable checks to confirm the accuracy and authenticity of evidence I have provided and documents I have submitted with this application. I further understand that UK Border Agency (or a trusted third party) may also make reasonable checks on any sponsors to my application to verify statements contained in the application and establish that I will comply or have complied with the terms of any visa granted. I understand that I may be required to provide a record of my fingerprints and a photograph of my face ("biometric data") as part of my application. If I refuse to do so, my application may be treated as invalid and, if so, will not be considered further. (See Statutory Instrument 2006 No 1743 - The Immigration (Provision of Physical Data) Regulations 2006, Regulation 7(1)). I understand that UK entry clearance applications may be handled by British Missions in other locations, including outside the country in which I have applied for entry clearance and that this may involve the transferring of my application and supporting documents to and from another Mission. I understand that the UK Border Agency will be responsible for transferring my application and supporting documents safely. I understand in these circumstances my application will still be handled in line with UK Border Agency published customer service standards. I am aware that I may be billed for any medical treatment undertaken in the UK and that I do not have recourse to public funds during my stay in the UK. I understand that all information provided by me will be processed by the UK Border Agency in accordance with the Data Protection Act 1998. I am aware that the UK Border Agency is the data controller in relation to the information provided by me in this application form. I am aware that the information I provide, including biometric data, will be treated in confidence, but it may be disclosed to other government departments, agencies, local authorities, foreign governments, and other bodies, to enable the UK Border Agency or those bodies to perform their functions. Any disclosures will be in accordance with the Data Protection Act 1998. I also understand that the information provided by me may also be used for staff training purposes. I also understand that the information provided by me, or information made available to UK Border Agency during the processing of my application, may be shared with my sponsor(s) or any person(s) acting on their behalf or any applicant linked to my application (for example to my spouse / partner if we apply for visas for a trip together) for the sole purpose of considering my application. I am aware that if there is any information I do not want you to disclose to them I will tell you by enclosing a letter with my supporting documentation. If such requests prevent you from making legitimate inquiries, my application may be refused. I declare that the information given on this form is correct to the best of my knowledge and belief. I also consent to the processing of information provided by me by the UK Border Agency. Applicant's signature **Date**

#### Part 11

All applicants

#### Supporting documents checklist

Please ensure you submit all the relevant original documents that you want the Entry Clearance Officer to see when considering your application. The list below is for guidance only. It is not a list of documents that you should or must supply. The UK Immigration Rules make it clear that it is your responsibility to satisfy the Entry Clearance Officer that you are genuinely seeking entry to the UK for the purpose and duration that you have stated. Submission of particular documents does not guarantee that your visa will be issued. It is your decision how you satisfy the Entry Clearance Officer that your intentions are as you state in your application. It is your choice which documents you submit.

It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming to the UK for 10 years if you use a false document, lie or withhold relevant information. You may also be banned if you have breached immigration laws in the UK.

Finances and employment

☐ A valid travel document or passport	☐ Evidence of your current employment/self employment/		
One passport sized colour photograph. This must not be more than 6 months old. (Please see photograph box below for full details)	occupation/work/studies/other means of support  Evidence of your total monthly income from all sources of employment or occupation after tax		
☐ The appropriate fee	☐ Evidence of any income from other sources e.g. friends, family,		
<ul> <li>If you are not a national of the country in which you are applying, evidence of your permission to be in that country e.g. a residence permit, visa, green card</li> <li>Evidence to support the information you have given (see below for more details)</li> <li>Previous passport(s)</li> </ul>	savings, property etc  Business  Evidence of who invited you to the UK  Evidence of any previous dealings with the UK company that you are visiting  Details of any hotel/flight bookings etc		
Evidence of how your trip is to be funded	Bottaile of any note, high bookings of		
Personal Details section  Unless single, please provide evidence of your marital status e.g. marriage or civil partnership certificate, divorce certificate, death certificate			
You may be asked to present written notification from the child's parent or legal guardian that they consent to the child's visit (including evidence from your legal guardian to support their claim to be your legal guardian)			
☐ The official record of any conviction(s), detailing the crime(s) you were convicted of and the sentence(s) you received			

#### Your photograph must be:

- Colour
- Passport style and size (45mm high x 35mm wide)
- A recent and true likeness, showing full face, with no hat, helmet or sunglasses, although you can wear everyday glasses
- Original that is not digitally or optically altered (for example it <u>must not</u> be 'photoshopped' or 'touched-up')
- Taken against an off-white, cream or light grey background so that your features are clearly distinguishable against the background
- Printed on low-gloss, plain-white photo-quality paper (with no watermarks or embossing)

Photographs that do not conform to these standards will be rejected and may cause a delay in processing your application.

#### Advisory:

"To know your Customs obligations when travelling to the UK, please consult Notice 1, found at www.hmrc.gov.uk. To know what controls exist for bringing your belongings and private motor vehicles into the UK, please consult Notice 3."

#### **Guidance for Part 8: Your Trip**

# 8.1 If you are not a national of the country in which you are applying, what permission do you have to stay in that country?

Please provide evidence of your immigration status if you are not a national in the country where you are applying, e.g. a residence permit, visa, green card.

#### 8.2 Are you travelling with anyone?

Answer Yes/No. If 'Yes' please provide details of the people you are travelling with. Please provide the full name, date of birth and nationality of the people you are travelling with. If you are travelling in a large group please just give the details of the group leader.

#### 8.3 Do they already have a visa for the UK?

Answer Yes/No/They don't need one.

#### 8.4 What is the purpose of your visit to the UK?

Please state what business you intend to do during your trip to the UK.

#### 8.5 Who invited you to the UK?

Please provide name of person who invited you.

## 8.6 What is the name of the Business or Organisation you will visit in the UK?

Give the full name of the Business you will visit in the UK

#### 8.7 What does the Business or Organisation do in the UK?

Please state what the business or organisation you are visiting in the UK does.

### 8.8 Business or Organisation address including postal code in the UK

Give the full address of the business you will visit including the number/street/village/town/city/county/postal code.

### 8.9 Business or Organisation landline telephone number in the UK

Please give a landline telephone number including town/city code.

#### 8.10 Business/Organisation email address in the UK

Please provide the email address/website of the business/organisation you will visit in the UK.

#### 8.11 Do you intend to set yourself up in business in the UK?

Answer Yes/No. If yes, you are filling out the wrong form. Please refer to your local visa application centre to check which visa you should apply for. Further guidance and information can also be found on the UK Border Agency website: www.ukvisas.gov.uk

#### 8.12 Where will you stay in the UK?

Please provide the address and telephone number of all the places where you will be staying during your visit, including hotels.

#### 8.13 Do you have any friends or family in the UK?

Answer Yes/No. If 'Yes', please provide the full name, nationality, address, telephone number, their permission to stay in the UK and explain how they are related to you e.g. "My mother's brother's son"

#### Definition of a family member

A "member of the applicant's family" is any of the following persons

- (a) the applicant's spouse, father, mother, son, daughter, grandfather, grandmother, grandson, granddaughter, brother, sister, uncle, aunt, nephew, niece or first cousin; (NB: "first cousin" means, in relation to a person, the son or daughter of his uncle or aunt);
- (b) the father, mother, brother or sister of the applicant's spouse;
- (c) the spouse of the applicant's son or daughter;
- (d) the applicant's stepfather, stepmother, stepson, stepdaughter, stepbrother or stepsister; or
- (e) a person with whom the applicant has lived as a member of an unmarried couple for at least two of the three years before the day on which his application for entry clearance was made.

#### In addition:

- Children adopted under an adoption order recognised in UK law are treated as if they are the natural children of the adoptive parents; and,
- The Immigration Appeals (Family Visitor) Regulations 2003 pre-date The Civil Partnership Act (2004). Civil partners are considered "a member of the applicant's family" in the same way as a spouse for the purposes of the Family Visitor Regulations

#### Reminder:

If the main purpose of your visit is to visit family (as defined above) then you should have completed VAF 1B

8.14 Do you intend to visit any of these family members? Answer Yes/No.