



Home Office

Points-based system sponsor licensing: renewals

Points-based system sponsor licensing: renewals

About this guidance

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This guidance tells you how to renew a sponsor’s licence, when they need to renew it, and what happens if they do not renew their licence.</p> <p>It contains guidance on:</p> <ul style="list-style-type: none">• How the sponsor applies for renewal.• The mandatory and optional checks you need to make on the application.• Deciding and reviewing the outcome of the review. <p>You must use this guidance together with the existing sponsor and caseworking guidance on checks and decision making. Any differences in this guidance to the existing consideration and workflow processes are highlighted.</p> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contacts – This page tells you who to contact for help if your line manager can’t answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.</p>	<p>In this section</p> <p>Changes to this guidance</p> <p>Contact</p> <p>Information owner</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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Points-based system sponsor licensing: renewals

Changes to this guidance

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page lists changes to the 'Points-based system sponsor licensing: renewals' guidance, with the most recent at the top.</p> <table border="1"><thead><tr><th data-bbox="465 391 786 432">Date of the change</th><th data-bbox="786 391 1666 432">Details of the change</th></tr></thead><tbody><tr><td data-bbox="465 432 786 582">21 March 2014</td><td data-bbox="786 432 1666 582">Change request:<ul style="list-style-type: none">• Complete rewrite and restructure of the guidance.</td></tr><tr><td data-bbox="465 582 786 732">29 October 2013</td><td data-bbox="786 582 1666 732">Six month review by the modernised guidance team:<ul style="list-style-type: none">• Minor housekeeping changes.</td></tr><tr><td data-bbox="465 732 786 882"></td><td data-bbox="786 732 1666 882">For previous changes you will need to access the archived guidance. See related link: PBS sponsor licensing renewals - Archive.</td></tr></tbody></table>	Date of the change	Details of the change	21 March 2014	Change request: <ul style="list-style-type: none">• Complete rewrite and restructure of the guidance.	29 October 2013	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping changes.		For previous changes you will need to access the archived guidance. See related link: PBS sponsor licensing renewals - Archive.	<p>Related links</p> <p>See also</p> <p>Contact</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
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Applications to renew a sponsor licence

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This section tells you when a sponsor must renew their licence, how they renew and what happens if they fail to renew.</p> <p>Renewal applications</p> <p>Sponsor licences need to be renewed every four years. Sponsors are able to renew their licences three months before their expiry date. Licence expiry dates and the earliest renewal date can be viewed by the sponsor in the sponsorship management system (SMS) account.</p> <p>Caseworking an application to renew a sponsor licence involves many of the same considerations the Home Office give to:</p> <ul style="list-style-type: none">• an initial application for a sponsor licence• an application to add a tier or category to an existing licence, and• change of circumstances notifications. <p>You must use this guidance in conjunction with the existing sponsor and caseworking guidance on checks and decision making. Where there are differences in the existing consideration and workflow processes, these are highlighted in this guidance.</p> <p>The sponsor applies to renew their licence</p> <p>Sponsors must apply to renew their licence by:</p> <ul style="list-style-type: none">• submitting an application using their SMS account, and• paying the appropriate fee online. <p>The sponsor declines to renew their application</p> <p>Some sponsors may not want to renew their licence, for example if they no longer sponsor workers or students. Sponsors can use their SMS account to decline to renew. The sponsor's licence will expire automatically on the scheduled expiry date and they will no longer be able act as a licensed sponsor from that date.</p>	<p>Related links</p> <p>External links</p> <p>Sponsor guidance</p>
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	<p>The sponsor does not respond to the invitation to renew</p> <p>Where a sponsor does not respond to the invitation to renew, their licence will expire on the scheduled expiry date and they will no longer be able to act as a licensed sponsor from that date.</p> <p>Where a sponsor declines to renew or fails to renew their licence, a management information report will be produced to notify the migrant caseworking teams to begin action to curtail the leave of any migrants with leave for that sponsor.</p> <p>The report will also be used to identify any outstanding actions on the sponsor licence which will then need to be closed. If the sponsor wishes to continue to sponsor migrants they will have to apply for a new sponsor licence and pay the appropriate fee.</p>	
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Points-based system sponsor licensing: renewals

Validating the renewal application

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This section tells you how to validate a renewal application and how to accept or reject the application.</p> <p>A renewal application is considered in two stages:</p> <ul style="list-style-type: none">• Validation – to make sure the sponsor has:<ul style="list-style-type: none">○ a valid licence, and○ has paid the correct application fee.• Review – to determine if the sponsor is:<ul style="list-style-type: none">○ operating legally in the UK○ is still suitable to be a licensed sponsor, and○ can continue to meet their sponsor duties at the level we expect. <p>Validation</p> <p>To submit a valid application, the sponsor must have a licence status of:</p> <ul style="list-style-type: none">• licensed and fully active, or• suspended, and• for Tier 4 sponsors, must:<ul style="list-style-type: none">○ hold a rating of A or Highly Trusted Sponsor (HTS) status, and○ not be a Tier 4 legacy sponsor. <p>The sponsor must also have paid the correct fee.</p> <p>Validation stage</p> <p>You must:</p> <ul style="list-style-type: none">• check and action any outstanding requests to change key personnel or organisation details, and• complete the validation checks in the following guidance sections:<ul style="list-style-type: none">○ licence status checks	<p>In this section</p> <p>Licence status checks</p> <p>Check licence application fee</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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- check licence application fee.

Recording the validation outcome

Once you have completed the checks, you must record the validation outcome and the decision summary in Metastorm 'Perform actions'.

Action	Mandatory or optional	Perform action title
Use 'sponsor summary search' to check the licence is: <ul style="list-style-type: none"> • fully active • suspended • revoked, or • the sponsor is Tier 4 legacy. 	Mandatory.	Check licence status.
Check the payment is correct: <ul style="list-style-type: none"> • use Companies House website, and search the internet, to verify size and nature of sponsor, and • confirm size of company and charitable status are consistent with the fee paid. 	Mandatory.	Check licence application fee.
Review recent or outstanding changes and complete outstanding change of circumstances requests.	Mandatory.	Review outstanding changes validation.
Request further information.	Optional.	Further information required validation.
Enter validation summary.	Mandatory.	Validation summary.

The table below tells you the actions to take once you have completed the validation stage.

If...	Then...
The renewal application is valid.	You must: <ul style="list-style-type: none"> • complete the validation actions, and • continue to the review stage.
The sponsor licence is 'suspended' and the application is valid.	You must: <ul style="list-style-type: none"> • issue the 'Licence renewal: decision notification accept' letter • assign the case to 'ZZrevoke' for completion of the renewal application.
The sponsor is a B rated sponsor and the application is valid.	You must: <ul style="list-style-type: none"> • issue the 'Licence renewal: decision notification accept' letter • assign the case to 'ZZratings' for completion of the renewal application.
The renewal application is not valid and further information is required.	You must: <ul style="list-style-type: none"> • write to the sponsor requesting further information using the 'Licence renewal: request further information validation' letter • bring forward (b/f) the application for seven days.

Outstanding requests to change key personnel or organisation details

Before you conduct the validation checks, you must check for any pending change of circumstance (CoC) requests against the sponsor licence for:

- changes to key personnel, and
- organisation address details.

	<p>If there is a request to change the authorising officer (AO), you must:</p> <ul style="list-style-type: none">• consider who to issue letters to in the sponsor organisation• check if there is also a request to change the key contact (KC) and level 1 user. <p>If all key personnel are subject to a CoC or there is a change of organisation address request outstanding, then you must make sure these requests are completed before issuing any letters.</p> <p>For key personnel checks you must check the contact address given for each of the key personnel is either the sponsor's main address, or that of any branch or head office included in the sponsor licence.</p> <p>You must also check for any requests which may impact on the fee the sponsor must pay, for example, changes to organisational structure or requests to surrender tiers or categories.</p>	
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Licence status checks

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[Applications to renew a sponsor licence](#)

[Validating the renewal application](#)

[Reviewing a renewal application](#)

[Deciding and recording the review outcome](#)

[Post-review outcome licence updates](#)

This page tells you how to undertake a check on a sponsors licence status.

To use their sponsor management system (SMS) to apply to renew their licence a sponsor must have a valid licence.

However, during the period between the sponsor applying to renew their licence and the consideration of the application it is possible that the sponsors licence may have been:

- revoked
- surrendered, or
- for Tier 4 sponsors:
 - the rating changed to 'legacy', or
 - made dormant as the result of a merger or takeover.

The first Metastorm action you must take is to open a 'sponsor summary search' and check the status and rating of the sponsor licence. You can also use the 'sponsor summary search' to gather the information required for other checks.

If...	Then...
The: <ul style="list-style-type: none"> • licence status is 'licensed and fully active' • licence status is 'suspended', or • sponsor is licensed in Tier 4 and holds a rating of 'A' or 'HTS'. 	You must move to check the application fee.
The sponsor is subject to a merger or takeover.	You must: <ul style="list-style-type: none"> • check with the maintenance team to decide if the sponsor will be

In this section

[Check licence application fee](#)

Related links

Links to staff intranet removed

		<p>made dormant, and</p> <ul style="list-style-type: none"> bring forward (b/f) the renewal request until the decision is completed. 		
	<p>The:</p> <ul style="list-style-type: none"> licence has been made dormant licence status is revoked or surrendered, or sponsor rating is legacy. 	<p>You must:</p> <ul style="list-style-type: none"> reject the licence renewal application issue letter 'Licence renewal: decision notification reject' to the authorising officer (AO) and key contact (KC) refund the application fee, see related link: Refunding fees, and close the renewal case on Metastorm. 		
<p>Record the outcome of the check in Metastorm Perform Action: Check Licence Status.</p>				

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Check licence application fee

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<table border="1"> <thead> <tr> <th data-bbox="465 1074 1014 1106">If...</th> <th data-bbox="1025 1074 1771 1106">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 1110 1014 1402">The sponsor is licensed in Tier 2.</td> <td data-bbox="1025 1110 1771 1402"> <p>You must check:</p> <ul style="list-style-type: none"> • The original licence application fee. • If the sponsor has put on the application form or told the Home Office they have charitable status, confirm this using related links: <ul style="list-style-type: none"> ○ Charity Commission, for England and Wales. </td> </tr> </tbody> </table>	If...	Then...	The sponsor is licensed in Tier 2.	<p>You must check:</p> <ul style="list-style-type: none"> • The original licence application fee. • If the sponsor has put on the application form or told the Home Office they have charitable status, confirm this using related links: <ul style="list-style-type: none"> ○ Charity Commission, for England and Wales. 		
If...	Then...					
The sponsor is licensed in Tier 2.	<p>You must check:</p> <ul style="list-style-type: none"> • The original licence application fee. • If the sponsor has put on the application form or told the Home Office they have charitable status, confirm this using related links: <ul style="list-style-type: none"> ○ Charity Commission, for England and Wales. 					

		<ul style="list-style-type: none"> ○ Sponsor guidance: Appendix A, for Northern Ireland and Scotland. Or ○ Consider if they are exempt from registration. For example, they are a university or an academy. ● External sources such as Companies House to determine the sponsors size and nature. <p>You must review the current organisation structure by checking the number of employees stated on Metastorm, and:</p> <ul style="list-style-type: none"> ● Check if the sponsor has correctly classed themselves as a small sponsor by meeting two out of the following three criteria from the Companies Act. They must have: <ul style="list-style-type: none"> ○ less than 50 employees ○ a turnover of not more than £6.5 million ○ a balance sheet of not more than £3.26 million. ● If the sponsor has over 50 employees, and also has a turnover of over £6.5 million or a balance sheet of more than £3.26 million, this would indicate a large employer. <p>You must review the sponsor's organisation change history and recent or outstanding change of circumstance requests relating to changes to the organisational structure in the previous 12 months. This may indicate a change in the sponsor size.</p> <p>If these checks tell you the sponsor has paid a wrong fee, you must:</p>	
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		<ul style="list-style-type: none"> • issue a 'Licence renewal: request further information validation' letter by email to the authorising officer (AO) and copy in the key contact (KC) • request a delivery receipt of the email, and • allow seven days for the sponsor to provide the information. 	
	<p>The sponsor is either:</p> <ul style="list-style-type: none"> • licensed in Tier 2, has paid £1,545 and is a large sponsor, or • licensed in Tier 2, has paid £515 and is a 'small' sponsor or has charitable status. 	<p>The sponsor has paid the correct fee.</p> <p>You must accept the sponsor's application on Metastorm.</p>	
	<p>The sponsor is licensed in Tier 2, has paid £1,545 and is a 'small' sponsor or has charitable status.</p>	<p>The sponsor has overpaid.</p> <p>You must:</p> <ul style="list-style-type: none"> • accept the sponsors application on Metastorm • refund the overpaid application fee, for more information, see related link: Refunding fees • record the refund details in Metastorm. 	
	<p>The sponsor is licensed in Tier 2, has paid £515 and is a 'large' sponsor without charitable status.</p>	<p>The sponsor has not paid the correct fee.</p> <p>You must:</p> <ul style="list-style-type: none"> • reject the sponsor renewal application • record the refund details in Metastorm • issue a 'Licence renewal: decision notification reject' letter to the named AO and KC • refund the application fee, for more 	

		<p>information, see related link: Refunding fees</p> <ul style="list-style-type: none"> close the renewal case on Metastorm. 	
	<p>The sponsor has paid £515 and is licensed in Tier 4 and/or Tier 5 only or The sponsor is a University and has paid £515 and is licensed in Tier 4 and/or Tier 2 and/or 5.</p> <ul style="list-style-type: none"> All universities have automatic charitable status deferred upon them by the charities commission and are exempt from registration requirements. 	<p>The sponsor has paid the correct fee.</p> <p>You must accept the sponsors application on Metastorm.</p>	
	<p>The sponsor is licensed in:</p> <ul style="list-style-type: none"> Tier 2 (Intra-company transfer) Tier 2 as 'head office and all branches' a group of branches, or Tier 4 with partnership agreements. 	<p>You must check if the sponsor is a high profile multinational company or university.</p>	
	<p>The sponsor is a high profile multinational company or university and has paid the correct fee.</p>	<p>You must refer the renewal application to your line manager before taking further action.</p>	
	<p>The sponsor is not a high profile multinational company or university and has paid the correct fee.</p>	<p>You must continue to the review stage 'Reviewing a renewal application', see related link.</p>	
	<p>Requesting further information at validation stage</p> <p>If you need to request additional information from the sponsor so you can validate their application, you must:</p> <ul style="list-style-type: none"> consider the sponsor's licence expiry date: 		

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| | <ul style="list-style-type: none">○ set a bring forward (b/f) date for at least seven days before the licence is due to expire, or○ if the expiry date is within days, contact the KC by telephone to request the information. <p>Once the sponsor's licence renewal application is accepted as valid, the licence is temporarily extended for another four year period while the review takes place.</p> <p>Record the outcome of the checks in Metastorm perform actions: Check licence application fee.</p> | |
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Points-based system sponsor licensing: renewals

Reviewing a renewal application

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This section tells you what you must do when reviewing a sponsor licence as part of a renewal application and about the mandatory and optional checks.</p> <p>The type of review determines who does these checks and when they are done. For example, if the review includes a compliance visit you may ask the compliance officer to verify the accreditation or registration and review the licence structure.</p> <p>Some of the listed checks are mandatory and they must be done. In every case you must:</p> <ul style="list-style-type: none">• review any recent licence activity, and• consider whether, if certain checks have already been completed as part of recent considerations, you need to re-do those checks. <p>Recent licence activity can include:</p> <ul style="list-style-type: none">• applications to add a tier and/or category• applications for highly trusted sponsors (HTS) status and/or premium customer service• amber tasked visits, and• changes to key personnel or organisation changes. <p>Some of the checks are optional depending on the outcome of the risk checks.</p> <p>As a result of your findings, you may also need to carry out further investigations.</p> <p>You must:</p> <ul style="list-style-type: none">• make sure all results are recorded in the 'Perform actions' function of the renewal case on Metastorm• set the action status to 'completed' and the outcome to 'result' once you are satisfied	<p>In this section</p> <p>Risk Checks</p> <p>Review visit history</p> <p>Mandatory and optional checks</p>
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	<p>with the result, and</p> <ul style="list-style-type: none">• where you do not undertake a check because it has been recently completed as part of another consideration, you must state which related case the check was undertaken on, the date of that check and the result. <p>Before you do the mandatory and optional checks (for more information, see related link) you must:</p> <ul style="list-style-type: none">• complete the 'risk check' actions, and• update them appropriately.	
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Risk Checks

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you how to do risk checks on a renewal application and how to record the outcomes.</p> <p>You must check if there is information that tells you the sponsor or key personnel pose a risk to immigration control. See related link: Criminality and immigration history checks.</p> <div data-bbox="452 512 1753 1023" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted information – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal Home Office use only.</p><p style="text-align: center;">Restricted information – do not disclose – end of section</p></div> <p>For details of the actions to undertake see Related link: Criminality and immigration history checks.</p> <p>You must complete and record the results of all risk checks on Metastorm.</p> <p>The table below lists the actions and where to record the results in the ‘Perform action’ function on the renewal case in Metastorm.</p> <div data-bbox="452 1358 1753 1404" style="border: 2px solid red; padding: 5px;"><p style="text-align: center;">Restricted information – do not disclose – start of section</p></div>	<p>Related links Links to staff intranet removed</p>
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Restricted information – do not disclose – end of section

Review current tiers and categories

You must check the current tiers and categories active in the sponsor licence and specifically check if the sponsor:

- has been granted premium customer service
- is a Tier 4 university, or
- has a premium customer service application pending, and
- record this in Metastorm.

You must check to see if the sponsor has been subject to any post licence compliance visits within the lifetime of their licence.

Review visit history

You must check the:

- visit history screen in Metastorm
- offline historical visits information, and
- Metastorm notes to see if a self-generated visit has been recorded and a visit report received, but not yet saved, to either the visit case in Metastorm or the offline historical visits information.

If the sponsor has been visited you must note when and where the visit report(s) is or are located, for example:

- saved to a visit case, or
- in a shared folder.

Review outstanding compliance activity

Compliance activity includes:

- down-rating of the sponsors licence
- outstanding action plans
- surrender, suspension and revocation of the licence.

In Metastorm, check the following tabs for current or potential compliance action:

- cases linked to sponsor
- action plans
- notes.

If re-rate action is ongoing or planned, it is only classed as compliance related if the licence is to be down rated, for example from A to B.

Review risk profiles

You must identify whether the sector the sponsor operates in hits a risk profile. If so:

- open the risk profile document
- check the attributes relating to the sponsor's:
 - size
 - type of organisation, and
 - location.

If the sponsor matches those attributes, you must record whether the sponsor hits a risk profile and if so, which one.

Once all checks are complete, you must use the 'Outcome of review risk checks' entries in the table below to:

- see the review actions to take, or
- re-allocate the case to the appropriate team's holding tray.

Outcome of review risk checks	Team and holding account
The sponsor has outstanding compliance issues: <ul style="list-style-type: none"> • outstanding re-rate A to B decisions • outstanding action plans • outstanding B to A decisions. 	Compliance: <ul style="list-style-type: none"> • for outstanding re-rate or action plan activity assign the case to 'zzratings'.
The sponsor has outstanding suspension, revocation or surrender activity.	You must: <ul style="list-style-type: none"> • assign the case to 'zzrevoke', and • for suspensions or revocations only, email the 'Sponsor Suspension' mailbox with the case details.
The sponsor: <ul style="list-style-type: none"> • is a premium sponsor • has a premium sponsor application pending, or • is a university licensed in Tier 4. 	You must contact the premium customer service team to check if they have any concerns about the sponsor.
The sponsor has a highly trusted sponsor (HTS) application pending.	You must contact the HTS team to check if they have any concerns about the sponsor.
The sponsor is a: <ul style="list-style-type: none"> • Tier 4 higher education institute (HEI) sponsor • HEI Premium sponsor, or • HEI and has HTS status. 	You must contact the higher education assurance team (HEAT) to check if they have recently undertaken or are planning to undertake a sponsor visit.
The sponsor:	You must:

	<ul style="list-style-type: none"> • has never been visited, and/or • hits a risk profile. 	<ul style="list-style-type: none"> • check the sponsor investigations team (SIT) institutions folder for any compliance issues, see related link • request a visit referral if there are no compliance issues • take recommended action where there are outstanding compliance issues • request a visit referral if the sponsor hits a risk profile and has not been visited within the last 12 months, and • issue the 'Licence renewal: decision notification accept' letter (if referring for a visit). 	
	The sponsor has an adverse risk check result.	You must check with the workflow manager for further details and action to take.	
	None of the above applies and the Tier 4 HEI sponsor has been visited within the previous 12 months.	You must continue with the review.	
	None of the above applies and the Tier 4 (non HEI) sponsor has been visited within the previous 12-48 months.	You must continue with the review.	

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Review visit history

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Points-based system sponsor Licensing: renewals

Mandatory and optional checks

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This section tells you which checks are mandatory and which checks are optional, when you review a renewal application, and the order to do them in.</p> <p>You must record the outcome of each individual check in the correct perform action in Metastorm, and complete the decision summary.</p> <p>The table below tells you:</p> <ul style="list-style-type: none">• the order or sequence in which to undertake the checks• the action required• whether the check is mandatory or optional, and• where to record the outcome of the check in the renewal case on Metastorm. <div data-bbox="468 767 1769 1409" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted information – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal Home Office use only.</p></div>	<p>In this section</p> <p>Review and update system checks: key personnel</p> <p>Review the licence structure</p> <p>Check accreditation and registration details</p> <p>Company, insolvency and risk checks</p> <p>Review and complete outstanding CoC requests and complete review actions</p> <p>Other trading checks</p> <p>Criminality and immigration checks: reviews</p> <p>Review CoS and CAS usage</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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Restricted information – do not disclose – end of section

Points-based system sponsor licensing: renewals

Review and update system checks: key personnel

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you when to perform a system check on key personnel.</p> <p>You must make sure you have read the general guidance on mandatory and optional checks before you read this part of the guidance. For more information, see related link: Mandatory and optional checks.</p> <div data-bbox="465 501 1771 1401" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted information – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal Home Office use only.</p></div>	<p>In this section</p> <p>Review the licence structure</p> <p>Check accreditation and registration details</p> <p>Company, insolvency and risk checks</p> <p>Review and complete outstanding CoC requests and complete review actions</p> <p>Other trading checks</p> <p>Criminality and immigration checks: reviews</p> <p>Review CoS and CAS usage</p> <p>Related links</p> <p>Mandatory and optional checks</p> <p>Links to staff intranet removed</p>
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Restricted information – do not disclose – end of section

Points-based system sponsor licensing: renewals

Review the licence structure

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you how to review the sponsors licence structure.</p> <p>You must make sure you have read the general guidance on mandatory and optional checks before you read this part of the guidance. For more information, see related link: Mandatory and optional checks.</p> <p>To review the sponsor’s licence structure, you must:</p> <ul style="list-style-type: none"> • consider whether the sponsor is licensed in the correct tier or category • review and update the sponsor details where necessary, for example for Tier 4 applications, whether they are publicly or privately funded, and • review branch, intra-company transfer (ICT) and partnership details. <p>You may discover that the sponsor is not licensed in the correct tier and/or category, when you check the accreditation or registration details. For more information, see related link.</p> <table border="1" data-bbox="459 874 1715 1436"> <thead> <tr> <th data-bbox="459 874 1048 916">If...</th> <th data-bbox="1048 874 1715 916">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 916 1048 1436"> <p>The sponsor is not licensed in the correct tiers and categories.</p> </td> <td data-bbox="1048 916 1715 1436"> <p>You must:</p> <ul style="list-style-type: none"> • write to the authorising officer (AO) copying in the key contact (KC) using the ‘Licence renewal: request further information review’ letter explaining the plan to remove the incorrect tier or category and requesting their agreement • when the sponsor has replied, use the ‘surrender’ Metastorm function to remove the tier(s) and categories from the licence and record that decision there. </td> </tr> </tbody> </table>	If...	Then...	<p>The sponsor is not licensed in the correct tiers and categories.</p>	<p>You must:</p> <ul style="list-style-type: none"> • write to the authorising officer (AO) copying in the key contact (KC) using the ‘Licence renewal: request further information review’ letter explaining the plan to remove the incorrect tier or category and requesting their agreement • when the sponsor has replied, use the ‘surrender’ Metastorm function to remove the tier(s) and categories from the licence and record that decision there. 	<p>In this section</p> <p>Review and update system checks: key personnel</p> <p>Check accreditation and registration details</p> <p>Company, insolvency and risk checks</p> <p>Review and complete outstanding CoC requests and complete review actions</p> <p>Other trading checks</p> <p>Criminality and immigration checks: reviews</p> <p>Review CoS and CAS usage</p> <p>Related links</p> <p>Mandatory and optional checks</p> <p>Links to staff intranet removed</p>
If...	Then...					
<p>The sponsor is not licensed in the correct tiers and categories.</p>	<p>You must:</p> <ul style="list-style-type: none"> • write to the authorising officer (AO) copying in the key contact (KC) using the ‘Licence renewal: request further information review’ letter explaining the plan to remove the incorrect tier or category and requesting their agreement • when the sponsor has replied, use the ‘surrender’ Metastorm function to remove the tier(s) and categories from the licence and record that decision there. 					

	<p>The sponsor is licensed in:</p> <ul style="list-style-type: none"> • Tier 2 (ICT) • Tier 2 as 'head office and all branches', or • a group of branches or Tier 4 with partnership agreements: <ul style="list-style-type: none"> ○ has been identified as a multinational or university, and ○ has not previously provided details of their branches, linked entities and partnership agreements, and • does not hit a risk profile. 	<p>You must:</p> <ul style="list-style-type: none"> • check Metastorm notes for details of the sponsor branches, linked entities and partnership agreements previously provided • check the details online • open a Word document: <ul style="list-style-type: none"> ○ record a summary of the details found on the sponsor's website, and ○ save the document to Metastorm under the correspondence tab of the renewal application entitled 'branches/linked entities/partnership details' • update the 'Renewal ICT/Branch/Partnership details ' in the correspondence tab of the renewal application with the website link if there are no concerns, and • continue the review. 	
	<p>The sponsor is licensed in:</p> <ul style="list-style-type: none"> • Tier 2 (ICT) • Tier 2 as 'head office and all branches', or • a group of branches or Tier 4 with partnership agreements, and • hits a risk profile. 	<p>You must:</p> <ul style="list-style-type: none"> • check Metastorm notes to see if the sponsor has previously provided details of their branches, linked entities and partnership agreements • check the details on line, and • issue a 'Licence renewal: request further information review' letter and attach the appropriate stencil for completion if there are concerns the information cannot be verified. 	
	<p>The sponsor has been asked to</p>	<p>You must:</p>	

	<p>provide details of their branches, linked entities and partnership agreements, and has done so.</p>	<ul style="list-style-type: none"> • use the information provided to update the 'Renewal ICT/Branch/Partnership details' in the correspondence tab of the renewal application, and • continue with the review actions. 		
	<p>The sponsor has been asked to provide details of their branches, linked entities and partnership and has not done so.</p>	<p>You must write to the sponsor again using the 'Licence renewal: request further information review' letter asking for all the relevant details and requesting a reply within seven days.</p>		
	<p>The sponsor has not provided details after a second reminder.</p>	<p>You must:</p> <ul style="list-style-type: none"> • reduce the sponsor certificate of sponsor (CoS) or confirmation of acceptance of studies (CAS) allocation after discussion with a manager • advise the sponsor of the reason for the reduction in CoS or CAS allocation and that their CoS or CAS allocation will be reinstated on receipt of the requested information, and • complete and close the review. 		
	<p>You identify inconsistencies in the details held about the sponsor on Metastorm, which may include but are not limited to:</p> <ul style="list-style-type: none"> • errors in the spelling of the sponsor's name or address, or • key personnel or incorrect accreditation details. 	<p>You must:</p> <ul style="list-style-type: none"> • make the appropriate amendments in Metastorm using the 'maintain sponsor' function on metastorm, and • record the details of those changes there. 		

Points-based system sponsor licensing: renewals

Check accreditation and registration details

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you whether you need to complete a check on accreditation and registration details and how to complete a check.</p> <p>You must make sure you have read the general guidance on mandatory and optional checks before you read this part of the guidance. For more information, see related link: Mandatory and optional checks.</p> <p>You must check whether the sponsor is required to be accredited or registered to:</p> <ul style="list-style-type: none">• operate legally in the UK, or• be a licensed sponsor. <p>For more information on mandatory requirements for sponsors, see related link: Sponsor guidance. Appendix A outlines the mandatory registration requirements for sponsors operating in certain business areas.</p> <p>Online registration or accreditation</p> <p>If the sponsor is required to be accredited or registered and you can check that registration online, you must do so. For example the:</p> <ul style="list-style-type: none">• educational oversight body for Tier 4 sponsors can be checked on the accrediting body website or Ofsted, or• inspection reports for sponsors operating in the care sector who need to be inspected by the Care Quality Commission can be checked on their website. <p>Registration or accreditation is not online</p> <p>If you cannot verify the accreditation or registration online you must write to the sponsor and request the supporting evidence.</p> <p>If the sponsor does not hold the appropriate accreditation or registration you may have to review and amend the licence structure. For more information, see related link: Review the</p>	<p>In this section</p> <p>Review and update system checks: key personnel</p> <p>Review the licence structure</p> <p>Check accreditation and registration details</p> <p>Company, insolvency and risk checks</p> <p>Review and complete outstanding CoC requests and complete review actions</p> <p>Other trading checks</p> <p>Criminality and immigration checks: reviews</p> <p>Review CoS and CAS usage</p> <p>Related links</p> <p>Mandatory and optional checks</p> <p>Links to staff intranet removed</p> <p>External links</p> <p>Sponsor guidance</p>
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licence structure.

Sponsors who need to provide new documentary evidence for renewal

There are some sponsors licensed in particular tiers and operating in certain sectors who must provide new copies of some documents on renewal.

The table below gives details of these sponsors and the documents you must request.

Sponsors	Documents
Tier 2 (Sport)	Sports governing body endorsement
Tier 5 (Creative and sporting)	Sports governing body endorsement
Tier 5 (International Agreements)	A signed letter from the head of: <ul style="list-style-type: none">• mission, or• the sponsors organisation confirming they: <ul style="list-style-type: none">• agree to the renewal application being made• wish to continue to sponsor migrants under Tier 5 (IA), and• accept the sponsorship requirements:<ul style="list-style-type: none">○ giving the Home Office express consent to enter their premises, and○ accepting the waiver of diplomatic immunity and privileges to allow the Home Office to carry out any compliance activity as set out in published guidance.

For more information on accreditation and registration details and Tier specific requirements see related link: Tier specific information.

[Ofsted](#)

[Care Quality Commission](#)

Points-based system sponsor licensing: renewals

Company, insolvency and risk checks

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you how to undertake checks on Companies House, the insolvency register and to establish whether the sponsor hits a risk profile.</p> <p>You must make sure you have read the general guidance on mandatory and optional checks before you read this part of the guidance. For more information, see related link: Mandatory and optional checks.</p> <p>Check the sponsors entry on the ‘Companies House’ website</p> <p>You must search for the sponsor on the Companies House website to check the sponsor is:</p> <ul style="list-style-type: none">• still trading, and• providing all the required financial information. <p>You must also check the authorising officer (AO) against the list of disqualified directors. For further information on doing the business rules checks and a link to Companies House, see related link: Business rules checks.</p> <p>Check the insolvency register</p> <p>You must search this register to check whether the AO is an undischarged bankrupt. For further information on the insolvency register see related link: Insolvency checks.</p> <p>Review risk profiles</p> <p>The risk checks will only identify whether the sponsor hits a risk profile. Part of the review is to undertake any actions recommended in that risk profile. For further information on risk profiles, and the action to take, see related link: Risk checks.</p>	<p>In this section</p> <p>Review and update system checks: key personnel</p> <p>Review the licence structure</p> <p>Check accreditation and registration details</p> <p>Review and complete outstanding CoC requests and complete review actions</p> <p>Other trading checks</p> <p>Criminality and immigration checks: reviews</p> <p>Review CoS and CAS usage</p> <p>Related links</p> <p>Mandatory and optional checks</p> <p>Links to staff intranet removed</p>
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Points-based system sponsor licensing: renewals

Review and complete outstanding CoC requests and complete review actions

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you how to check if a sponsor has any outstanding change of circumstances (CoC) requests and how to complete the review actions.</p> <p>You must make sure you have read the general guidance on mandatory and optional checks before you read this part of the guidance. For more information, see related link: Mandatory and optional checks.</p> <p>You must check the 'cases linked to sponsor' screen to identify any outstanding CoC requests:</p> <ul style="list-style-type: none">• if there are any outstanding CoC requests:<ul style="list-style-type: none">○ bring forward (b/f) the renewals case, and○ contact the maintenance team to action the change as a priority. <p>You must check the 'status column' in the 'mergers' spreadsheet. If the status is showing as:</p> <ul style="list-style-type: none">• 'complete', proceed with the renewal request, or• anything other than 'complete', get advice from the maintenance team for advice on the action to take:<ul style="list-style-type: none">○ if the outstanding CoC request concerns mergers and takeovers, check if the merger or takeover request needs completing before renewal, and○ query the expected completion date of the merger or takeover and b/f the renewal case in line with this date. <p>Once you have completed all the review actions, you must make sure any other cases you have started in connection with the review, for example, visit cases or surrender actions, are completed and closed.</p> <p>For further information on CoC requests see related link: Changes to sponsor circumstances.</p>	<p>In this section</p> <p>Review and update system checks: key personnel</p> <p>Review the licence structure</p> <p>Check accreditation and registration details</p> <p>Company, insolvency and risk checks</p> <p>Other trading checks</p> <p>Criminality and immigration checks: reviews</p> <p>Review CoS and CAS usage</p> <p>Related links</p> <p>Mandatory and optional checks</p> <p>Links to staff intranet removed</p>
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Points-based system sponsor licensing: renewals

Other trading checks

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you about other checks to make to establish the sponsor is trading.</p> <p>You must make sure you have read the general guidance on mandatory and optional checks before you read this part of the guidance. For more information, see related link: Mandatory and optional checks.</p> <p>If the previous checks still leave you in doubt about the sponsor's trading status, you can search the internet to check the sponsor for:</p> <ul style="list-style-type: none">• any news items, or• details of premises.	<p>In this section</p> <p>Review and update system checks: key personnel</p> <p>Review the licence structure</p> <p>Check accreditation and registration details</p> <p>Company, insolvency and risk checks</p> <p>Review and complete outstanding CoC requests and complete review actions</p> <p>Criminality and immigration checks: reviews</p> <p>Review CoS and CAS usage</p> <p>Related links</p> <p>Mandatory and optional checks</p>
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Points-based system sponsor licensing: renewals

Criminality and immigration checks: reviews

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you how and when you must check previous criminality or immigration issues.</p> <p>You must read the general guidance on mandatory and optional checks before you read this part of the guidance. For more information, see related link: Mandatory and optional checks.</p> <div data-bbox="465 501 1771 1347" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted information – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal Home Office use only.</p><p style="text-align: center;">Restricted information – do not disclose – end of section</p></div>	<p>In this section</p> <p>Review and update system checks: key personnel</p> <p>Review the licence structure</p> <p>Check accreditation and registration details</p> <p>Company, insolvency and risk checks</p> <p>Review and complete outstanding CoC requests and complete review actions</p> <p>Other trading checks</p> <p>Review CoS and CAS usage</p> <p>Related links</p> <p>Mandatory and optional checks</p> <p>Links to staff intranet removed</p>
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Points-based system sponsor licensing: renewals

Review CoS and CAS usage

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you when to review a sponsor's certificate of sponsorship (CoS) or confirmations of acceptance for studies (CAS) usage.</p> <p>You must make sure you have read the general guidance on mandatory and optional checks before you read this part of the guidance. For more information, see related link: Mandatory and optional checks.</p> <p>The sponsor investigations team normally do these checks if this information may assist to inform a compliance visit.</p> <p>However, if the sponsor has an outstanding request to renew or increase their CoS or CAS allocation, and the request is to be completed before the renewal review, then the review of CoS or CAS usage is done as part of the allocation request.</p> <p>For further information on reviewing CoS or CAS usage, see related link: Allocation changes.</p>	<p>In this section</p> <p>Review and update system checks: key personnel</p> <p>Review the licence structure</p> <p>Check accreditation and registration details</p> <p>Company, insolvency and risk checks</p> <p>Review and complete outstanding CoC requests and complete review actions</p> <p>Other trading checks</p> <p>Criminality and immigration checks: reviews</p> <p>Related links</p> <p>Mandatory and optional checks</p> <p>Links to staff intranet removed</p>
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Points-based system sponsor licensing: renewals

Deciding and recording the review outcome

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you how to reach a decision on a renewal application and where to record the outcomes following the review of the renewal application.</p> <p>In reaching a decision on a renewal application you must consider the results of:</p> <ul style="list-style-type: none">• the risk checks• the mandatory checks on the sponsor licence• any additional checks undertaken (depending upon the findings of the risk checks and mandatory checks)• compliance visits and recommendations, and• recent considerations such as highly trusted sponsor (HTS) and premium customer service applications. <p>All the risk and review checks listed in this guidance are to help you identify any issues which may mean the sponsor:</p> <ul style="list-style-type: none">• is not licensed in the correct tiers and/or categories• is no longer eligible to be a licensed sponsor• can no longer meet their sponsor duties• may need to follow an agreed action plan to improve their systems, or• wants to surrender their licence. <p>You must refer to the published sponsor guidance for information on the:</p> <ul style="list-style-type: none">• criteria the sponsor must meet, and• monitoring systems the sponsor must demonstrate to continue to hold their licence. <p>For more information on the sponsor guidance, see related link.</p>	<p>Related links Links to staff intranet removed</p> <p>External links Sponsor guidance</p>
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Post decision actions

Once you have reached a decision on whether the sponsor can continue to hold their licence and at what rating, you must:

- complete the renewal review by recording the licence review outcome in Metastorm, and
- write to the sponsor confirming the outcome.

If...	Then...
The decision is to maintain the sponsor's A rating.	You must write to the sponsor using the 'Re-rate maintain A rating and status notification' letter, see related links.
The decision is to re-rate from A to B or B to A.	You must assign the renewal case to 'zzratings'.
The decision is to suspend for further investigation.	You must assign the renewal case to 'zzrevoke'.
The sponsor wishes to surrender the licence and has completed the surrender declaration.	You must pass the case to the suspension or revocation team.

You must create, save and send the decision letter from the update case you open to complete the review. For example, if the outcome of the renewal review is that the sponsor can continue to hold their licence at their current rating, you must:

- record the review outcome in the renewal review case, for guidance see link on left: Post-review outcome licence updates
- create an ad hoc decision letter in the renewal case, for appropriate letter see related links, and
- close the renewal review case, maintaining the current rating:
 - send the decision letter from the renewals case.

In cases where the review has included a visit, there will also be a licence outcome recorded against the visit case. The licence review outcome records:

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">• whether the sponsor continues to hold the licence with the same rating• if the rating has changed, or• that compliance action was started to suspend, revoke or surrender the licence. | |
|--|--|--|

At this point you must also check if more than one visit case has been created in error. If they have all visit cases about the renewal must be closed. You must remove them from the live visit work in progress (WIP).

Points-based system sponsor licensing: renewals

Post-review outcome licence updates

[PBS sponsor licensing renewals](#)

[Applications to renew a sponsor licence](#)

[Validating the renewal application](#)

[Reviewing a renewal application](#)

[Deciding and recording the review outcome](#)

[Post-review outcome licence updates](#)

This page tells you what actions to take when you have decided the review outcome and how to do the update.

You will always need to update the sponsor licence status in the outcome of the review, to complete the renewal audit trail.

You must open and complete the renewal case.

The table below gives details of which licence updates to record, depending on specific renewal review outcomes.

Decision...	Licence update required...
Continue to hold licence in current tiers and categories with the same rating.	Rating maintained, no action required.
Continue to hold licence but re-rated to an A.	Re-rate case to up-rate to A.
Continue to hold licence but re-rated to B with an action plan (except Tier 4).	Re-rate case to down-rate to B.
Continue to hold licence but surrender a tier or category.	Surrender case.
Sponsor to surrender their whole licence.	Surrender case.
Sponsor licence to be suspended pending possible revocation.	Suspend case.
Sponsor licence to be revoked immediately.	Suspend and revoke case.

Related links

Links to staff intranet removed

Points-based system sponsor licensing: renewals

Contact

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page explains who to contact for more help with points-based system (PBS) sponsor licensing renewals.</p> <p>If you have read this guidance and still need more help with this category, you must first ask your line manager.</p> <p>If the question cannot be answered at that level, you may email SLU process amendments for process queries or sponsorship operational policy for policy clarification.</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the sponsorship operational policy team, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p>	<p>Related links</p> <p>Changes to this guidance</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
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Points-based system sponsor licensing: renewals

Information owner

<p>PBS sponsor licensing renewals</p> <p>Applications to renew a sponsor licence</p> <p>Validating the renewal application</p> <p>Reviewing a renewal application</p> <p>Deciding and recording the review outcome</p> <p>Post-review outcome licence updates</p>	<p>This page tells you about this version of the 'Points-based system sponsor licensing renewals' guidance and who owns it.</p> <table border="1" data-bbox="499 391 1597 810"><tr><td>Version</td><td>5.0</td></tr><tr><td>Valid from date</td><td>21 March 2014</td></tr><tr><td>Policy owner</td><td>Sponsor change management team</td></tr><tr><td>Cleared by director</td><td>George Shirley</td></tr><tr><td>Director's role</td><td>Deputy director, temporary migration sponsorship teams</td></tr><tr><td>Clearance date</td><td>30 January 2014</td></tr><tr><td>This version approved for publication by</td><td>Naomi Hatton</td></tr><tr><td>Approver's role</td><td>Director, operational policy and rules</td></tr><tr><td>Approval date</td><td>7 March 2014</td></tr></table> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the sponsorship operational policy team, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p>	Version	5.0	Valid from date	21 March 2014	Policy owner	Sponsor change management team	Cleared by director	George Shirley	Director's role	Deputy director, temporary migration sponsorship teams	Clearance date	30 January 2014	This version approved for publication by	Naomi Hatton	Approver's role	Director, operational policy and rules	Approval date	7 March 2014	<p>Related links</p> <p>Changes to this guidance</p> <p>Contact</p> <p>Links to staff intranet removed</p>
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