

Website: www.kettering.gov.uk

Municipal Offices Bowling Green Road Kettering NN15 7QX

Tel: 01536 410333 Fax: 01536 410795

LICENSING SUB-COMMITTEE

Tuesday, 21st July 2020 at 3:30pm www.kettering.gov.uk/youtube

Committee Administrator: Callum Galluzzo

Direct Line: (01536) 534268

Email: callumgalluzzo@kettering.gov.uk

This is a virtual meeting of the Licensing Sub-Committee to be held using Zoom and live-streamed via YouTube.

Committee Members, officers and registered speakers will be sent Zoom meeting joining instructions separately

To watch the live meeting on YouTube, please follow the instructions below:-

- 1. Click or visit the following link www.kettering.gov.uk/youtube
- 2. Select the following video (located at the top of the list) "Licensing Sub-Committee 30/06/2020

Please Note: If you visit YouTube before the start time of the meeting you may need to refresh your browser – the video will only start a minute shortly before the meeting commences











Working with and on behalf of local people

AGENDA

- 1. Apologies.
- 2. Any matters of urgency which the Chair decides should be considered.
- 3. Declarations of Interest*
 - Disclosable Pecuniary Interests
 - Personal Interests
- 4. The Chair to ask members of the public present if they wish to speak on any public items on the agenda which are not of a quasi-judicial nature.
- 5. Committee Reports

A2	To consider an application for review of the	Russ Howell
	premises licence for the Red Rose Restaurant,	
	George Street, Kettering.	

The membership for this meeting is:-

Councillor Lloyd Bunday, Councillor Clark Mitchell and Councillor Margaret Talbot (Chair)

The full membership of the Committee is:-

Councillors Margaret Talbot (Chair), Lloyd Bunday, June Derbyshire, Jenny Henson, Ian Jelley, Anne Lee, Clark Mitchell, Cliff Moreton, Lesley Thurland and Greg Titcombe

Substitutes:- Councillors Linda Adams, Duncan Bain, John Currall, Maggie Don and Jan O'Hara

Agenda Item 5a

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Committee	LICENSING SUB COMMITTIEE	A2	of 3
Report Originator	Russ Howell	Fwd Plan F	Ref No:
Wards Affected	William Knibb		
Title Review of a Premises Licence under the Licensing A 2003 – Red Rose Restaurant, George Street, Ketterin			

1. PURPOSE OF REPORT

1.1 To consider an application for review of the premises licence for the Red Rose Restaurant, George Street, Kettering.

2. INFORMATION

- 2.1 An application for review of the premises licence for the Red Rose Restaurant, George Street, Kettering has been received from Home Office (Immigration Enforcement). A copy of the application is attached at **Appendix A**.
- 2.2 A copy of the premises licence at the time of the application is attached at **Appendix B**.
- 2.3 The premises licence has since been subject to a transfer application and the only variation is the removal of one of the licensees, Mothin Miah.

3. CONSULTATION AND CUSTOMER IMPACT

- 3.1 The application has been out for consultation as required by the Licensing Act 2003 and associated regulations. No other representations have been received.
- 3.2 The review application relates to a visit to the premises by Immigration Enforcement on 31st October 2019. At that visit all five of the employees encountered there were immigration offenders with no right to work in the UK, and an additional sixth employee, who possibly gave a false identity escaped from the premises when "going to get the key" to lock the premises following other employees in trying to escape. Only the manager on site at the time had a right to work in the UK.
- 3.3 Documentation submitted by the licensee's representative is attached at **Appendix C**.

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4. POLICY AND RESOURCE IMPLICATIONS

- 4.1 The Committee must have regard to the Authority's Statement of Licensing Policy, the relevant legislation and the national Section 182 guidance made under the Licensing Act 2003.
- 4.2 This latter guidance (paragraph numbers from guidance) states:
 - 2.6 The prevention of crime includes the prevention of immigration crime including the prevention of illegal working in licensed premises. Licensing authorities should work with Home Office Immigration Enforcement, as well as the police, in respect of these matters. Licence conditions that are considered appropriate for the prevention of illegal working in licensed premises might include requiring a premises licence holder to undertake right to work checks on all staff employed at the licensed premises or requiring that a copy of any document checked as part of a right to work check are retained at the licensed premises.
 - 11.16 The 2003 Act provides a range of powers for the licensing authority which it may exercise on determining a review where it considers them appropriate for the promotion of the licensing objectives.
 - 11.17 The licensing authority may decide that the review does not require it to take any further steps appropriate to promoting the licensing objectives. In addition, there is nothing to prevent a licensing authority issuing an informal warning to the licence holder and/or to recommend improvement within a particular period of time. It is expected that licensing authorities will regard such informal warnings as an important mechanism for ensuring that the licensing objectives are effectively promoted and that warnings should be issued in writing to the licence holder.
 - 11.18 However, where responsible authorities such as the police or environmental health officers have already issued warnings requiring improvement either orally or in writing that have failed as part of their own stepped approach to address concerns, licensing authorities should not merely repeat that approach and should take this into account when considering what further action is appropriate. Similarly, licensing authorities may take into account any civil immigration penalties which a licence holder has been required to pay for employing an illegal worker.
 - 11.19 Where the licensing authority considers that action under its statutory powers is appropriate, it may take any of the following steps:
 - modify the conditions of the premises licence (which includes adding new conditions or any alteration or omission of an existing condition), for example, by reducing the hours of opening or by requiring door supervisors at particular times;
 - exclude a licensable activity from the scope of the licence, for example, to exclude the performance of live music or playing of recorded music (where it is not within the incidental live and recorded music exemption)10:
 - remove the designated premises supervisor, for example, because they consider that the problems are the result of poor management;
 - suspend the licence for a period not exceeding three months;
 - revoke the licence.
 - 11.27 There is certain criminal activity that may arise in connection with licensed premises which should be treated particularly seriously. These are the use of the licensed premises:

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- for the sale and distribution of drugs controlled under the Misuse of Drugs Act 1971 and the laundering of the proceeds of drugs crime;
- · for the sale and distribution of illegal firearms;
- for the evasion of copyright in respect of pirated or unlicensed films and music, which does considerable damage to the industries affected;
- for the illegal purchase and consumption of alcohol by minors which impacts on the health, educational attainment, employment prospects and propensity for crime of young people:
- for prostitution or the sale of unlawful pornography;
- by organised groups of paedophiles to groom children;
- as the base for the organisation of criminal activity, particularly by gangs;
- for the organisation of racist activity or the promotion of racist attacks;
- for employing a person who is disqualified from that work by reason of their immigration status in the UK;
- for unlawful gambling; and
- for the sale or storage of smuggled tobacco and alcohol.

11.28 It is envisaged that licensing authorities, the police, the Home Office (Immigration Enforcement) and other law enforcement agencies, which are responsible authorities, will use the review procedures effectively to deter such activities and crime. Where reviews arise and the licensing authority determines that the crime prevention objective is being undermined through the premises being used to further crimes, it is expected that revocation of the licence – even in the first instance – should be seriously considered.

5. LEGAL AND EQUALITY IMPLICATIONS

- 5.1 Where an application for a review of a premises licence is decided under section 52 of the Licensing Act 2003, an appeal may be made against that decision by—
 - (a) the applicant for the review,
 - (b) the holder of the premises licence, or
 - (c) any other person who made relevant representations in relation to the application.

6. CLIMATE CHANGE IMPLICATIONS

6.1 There are no climate change implications.

7. RECOMMENDATION

7.1 The Committee's decision is requested.



Appendix A

Licensing Authority: Kettering Borough Council Address: licensingunit@east-northamptonshire.gov.uk

Our Reference: AR34

Application for the review of a premises licence or club premises certificate under the **Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records. I Home Office (Immigration Enforcement)

apply for the review of a premises licence under section 51 / apply for the review of a club

premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below			
Part 1 – Premises or club premises details			
Postal address of premises or, if none, ordnance s Red Rose Indian Restaurant 1, George Street Kettering NN16 0AW	urvey map reference or description		
Post town	Post code (if known)		
Kettering	NN16 0AW		
Name of premises licence holder or club holding club premises certificate (if known) Red Rose Indian Restaurant Koyshur Rashid, Manwar Miah Rashid & Mothin Miah - Since 08/09/2006. Number of premises licence or club premises certificate (if known)			
Part 2 - Applicant details			
I am	Please tick ✓ yes		
1) an individual, body or business which is not a authority (please read guidance note 1, and complor (B) below)			
2) a responsible authority (please complete (C) be	elow)		

3) a member of the club to which this application relates (please complete (A) below)					
(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)					
Please tick ✓ yes					
Mr	Other title (for example, Rev)				
Surname	First names				
I am 18 years old or over	Please tick ✓ yes				
Current postal address if different from premises address					
Post town	Post Code				
Daytime contact telephone number					
E-mail address (optional)					
(B) DETAILS OF OTHER APPLICANT					
Name and address					
Telephone number (if any)					
E-mail address (optional)					

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Home Office Immigration Enforcement Alcohol Licensing Team Lunar House 40 Wellesley Road
Croydon CR9 2BY
Telephone number (if any)
E-mail address (optional) IE.Alcoholreviews@homeoffice.gov.uk
This application to review relates to the following licensing objective(s)
Please tick one or more boxes ✓ 1) the prevention of crime and disorder 2) public safety 3) the prevention of public nuisance 4) the protection of children from harm
Please state the ground(s) for review (please read guidance note 2)
We have grounds that the license holder has failed to meet the licensing objectives of prevention of crime and disorder, as illegal working has been identified at these premises.
Section 36 and Schedule 4 of the Immigration Act 2016 (the 2016 Act) amended the Licensing Act 2003 (the 2003 Act) to introduce immigration safeguards in respect of licensing applications made in England and Wales on or after 6 April 2017. The intention is to prevent illegal working in premises licensed for the sale of alcohol or late-night refreshment.

Please provide as much information as possible to support the application (please read guidance note 3)
On 31/10/19, Immigration Compliance & Enforcement (ICE) conducted an Enforcement visit for illegal workers at:
Red Rose Indian Restaurant 1 George Street Kettering NN16 0AW
All five of the employees encountered there were immigration offenders with no right to work in the UK, and additional sixth employee, who possibly gave a false Identity escaped from the premises when "going to get the key" to lock the premises following other employees trying to escape.
The only worker on the premises entitled to work was the Manager/Company Secretary Sonour ALI 29/07/1973 a Naturalised BGD National now holding a GBR PPt, he also stated to me that he was the Designated Premises Supervisor along with the Restaurant owner Manwar Miah RASHID who is the other DPS.
Sonour ALI was totally uncooperative in the interview regarding the right to work of his staff and would give no information to immigration officers when interviewed.
I hope the information above is sufficient to initiate a Review of their Alcohol License, I would like to think that due to the serious and complete disregard of immigration law and their obligations in holding an Alcohol License, that it would be proportionate and appropriate to request a Revocation of the Alcohol License issued to the Red Rose.

Have you made an application for review relating to the premises before	Please tick ✓ yes
If yes please state the date of that application	Day Month Year
If you have made representations before relating to the prand when you made them	remises please state what they were
and when you made them	

yes

•	I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate,	\boxtimes
•	as appropriate I understand that if I do not comply with the above requirements my application will be rejected	\boxtimes

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 3 – Signatures (please read guidance note 4)

Signature of applicant or applicant's solicitor or other duly authorised agent (please read guidance note 5). If signing on behalf of the applicant please state in what capacity.

Signature	Home Office Immigration E	nforcement
Date	05/11/2019	
Capacity	Responsible	
associated Alcohol I Lunar He	with this application (please Licensing Team	ven) and postal address for correspondence read guidance note 6)
Post town Croydon		Post Code CR9 2BY
Telephone	e number (if any)	
•	Ild prefer us to correspond with IE.Alcoholreviews@homeoffice	h you using an e-mail address your e-mail address .gov.uk

Notes for Guidance

- 1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
- 2. The ground(s) for review must be based on one of the licensing objectives.
- 3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
- 4. The application form must be signed.
- 5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

6. This is the address which we shall use to correspond with you about this application.



Appendix B



Part A

Premises Licence

Kettering Borough Council,
Municipal Offices, Bowling Green Road, Kettering, NN15 7QX
Tel 01536 534291 Fax 01536 532424
www.kettering.gov.uk

Premises Licence Number	15/00696/LAPNEW
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Part 1 - Premises Details

Postal address of premises, or if none, ordnance survey map reference or description:

Red Rose Restaurant 1-1A George Street Kettering Northamptonshire NN16 0AW

Telephone Number: 01536 510120

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Sale of Alcohol

Alcohol consumed on premises

Sunday 12:00 - 23:30 Monday to Saturday 10:00 - 00:00

The opening hours of the premises

Monday to Saturday 10:00 - 00:00 Sunday 12:00 - 23:30

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption on the premises

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Koyshur Rashid, Manwar Miah Rashid & Mothin Miah 1-1A George Street Kettering Northamptonshire NN16 0AW

Work Phone: 01536 312375

Registered number of holder, for example company number, charity number (where applicable)

Not Applicable

Name, address, and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Koyshur Rashid 1-1A George Street Kettering Northamptonshire NN16 0AW

Work Phone: 01536 510120

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal Licence Number: 05KR-34UE-XEJM-7LJD Licensing Authority: Kettering Borough Council

MANDATORY CONDITIONS

If this premises licence authorises the supply of alcohol, the following conditions must be compiled with:

- 1. No supply of alcohol may be made under the premises licence—
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- 2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence
- 3. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective:
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

- 4. The responsible person shall ensure that free potable water is provided on request to customers where it is reasonably available.
- 5. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- 6. The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

- (a) a holographic mark, or
- (b) an ultraviolet feature.
- 7. The responsible person must ensure that—
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: 1/2 pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml:
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
- 8. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

If this premises licence authorises the exhibition of films, the admission of children to the exhibition of any film must be restricted in accordance with this condition

9. Where the film classification body is specified in the licence, unless section b) below applies, admission of children must be restricted in accordance with any recommendation made by that body.

Where-

- (a) the film classification body is not specified in the licence, or
- (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

If this premises licence requires the use of door supervisors.

- 10. Where the premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must
 - (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
 - (b) be entitled to carry out that activity by virtue of section 4 of that Act.

Note: This does not apply to premises with premises licences authorising plays or films, premises exclusively used by a club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence.

Explanatory Notes and Definitions for Mandatory Condition 4.

Definitions

"duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

"permitted price" is the price found by applying the formula-

$$P = D + (DxV)$$

where---

- (i) P is the permitted price,
- (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol:

"relevant person" means, in relation to premises in respect of which there is in force a premises licence—

- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

"valued added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

Where the permitted price calculated would not be a whole number of pennies, it shall be taken to be the price calculated rounded <u>up</u> to the nearest penny.

NOTE: This note is provided to give assistance in calculating prices, it is not a legal document. If you are unsure on any issue related to permitted prices, seek advice. Further information can be found about mandatory conditions can be found at https://www.gov.uk/alcohol-licensing/#mandatory-licensing/-conditions.

Annex 2 - Conditions consistent with the Operating Schedule

Embedded Conditions Apply (The licence is granted on the condition that the restrictions contained within the enactments specified under Licensing Act 2003 Schedule 8 (6) are adhered to).

Annex 3 - Conditions attached after a hearing by the licensing authority

None

Annex 4 - Plans

See attached



Part B

Premises Licence Summary

Kettering Borough Council,
Municipal Offices, Bowling Green Road, Kettering, NN15 7QX
Tel 01536 534291 Fax 01536 532424
www.kettering.gov.uk

Premises Licence Number 15/00696/LAPNEW

Part 1 - Premises Details

Postal address of premises, or if none, ordnance survey map reference or description:

Red Rose Restaurant 1-1A George Street Kettering Northamptonshire NN16 0AW

Telephone Number: 01536 510120

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Sale of Alcohol

Alcohol consumed on premises

Sunday 12:00 - 23:30 Monday to Saturday 10:00 - 00:00

The opening hours of the premises

Monday to Saturday 10:00 - 00:00 Sunday 12:00 - 23:30

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption on the premises

Part 2

Name, (registered) address of holder of premises licence

Koyshur Rashid, Manwar Miah Rashid & Mothin Miah 1-1A George Street Kettering Northamptonshire NN16 0AW

Registered number of holder, for example company number, charity number (where applicable)

Not Applicable

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Koyshur Rashid

State whether access to the premises by children is restricted or prohibited

NO

Signed:

Date: 28 November 2019

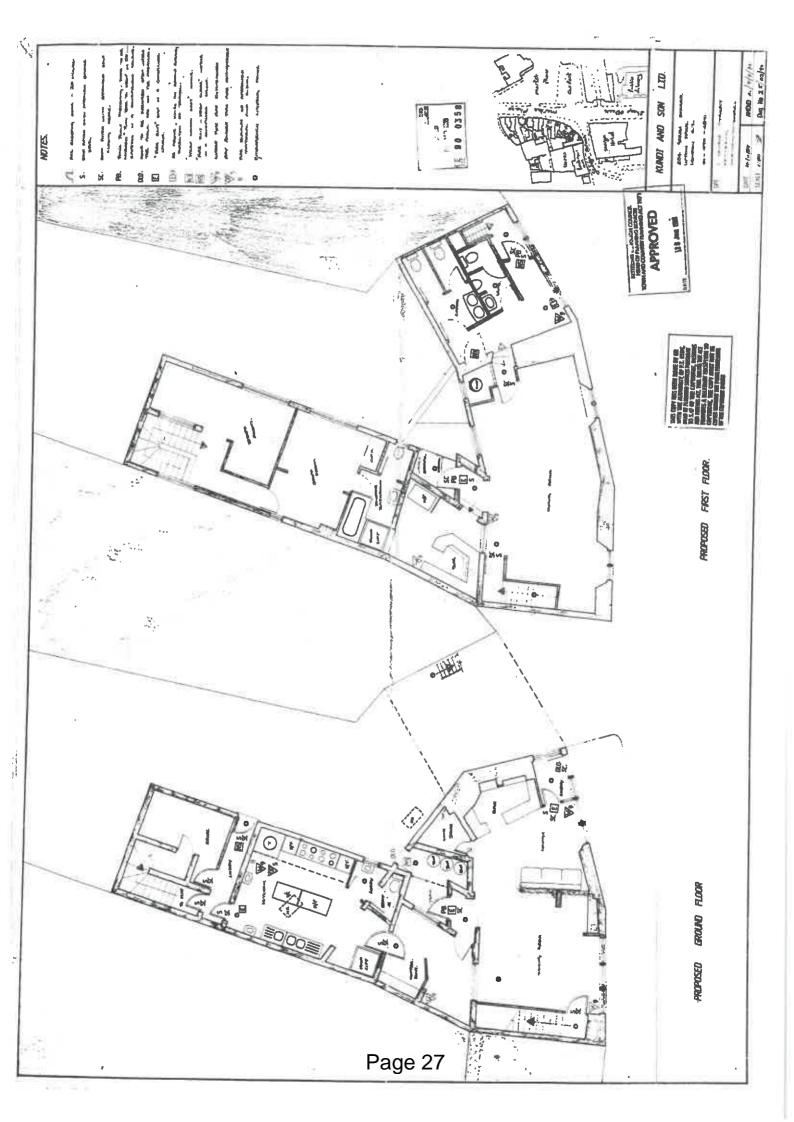
Name: Russ Howell

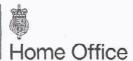
Position: Health Services Manager

For and on behalf of the Licensing Authority

This premises licence 15/00696/LAPNEW has been issued by Kettering Borough Council, Municipal Offices, Bowling Green Road, Kettering, NN15 7QX Tel 01536 534291 Fax 01536 532424 www.kettering.gov.uk

Our Reference No: 19/03290/LAPDUP





Appendix C Right to Work Checklist

Thomas Office			
Name of person: Date of check:	MANWAR KASHI 27-DR 2019	D /	
Type of check:	Initial check before emp	The state of the s	Follow-up check on an employee □
You may conduct a բ work	•	V-7:	n an online check to establish a right to
	Step 1	for physical	check
 You must obtain a manual right to 			st A or List B of acceptable documents for
	ng the holder, or a person na nd Colonies having the right		ssport as the child of the holder, is a British citizer a UK.
 ☐ A passport or national of a 	onal identity card showing the European Economic Area	ne holder, or a p country or Swit	person named in the passport as the child of the zerland.
national of a European I	Economic Area country or S	witzerland.	Residence issued by the Home Office, to a
Economic Area country	or Switzerland.		the family member of a national of a European
			ence Permit) issued by the Home Office to the rely in the UK, or has no time limit on their stay in
indefinitely in the UK, ha	as the right of abode in the U	JK, or has no ti	npt from immigration control, is allowed to stay ime limit on their stay in the UK.
indicating that the name together with an official	ed person is allowed to stay	indefinitely in th	e Office to the holder with an endorsement he UK or has no time limit on their stay in the UK, National Insurance number and their name issued
[1] [2] [2] [2] [4] [4] [4] [4] [4] [4] [4] [4] [4] [4	1		t, together with an official document giving the sued by a Government agency or a previous
9. A birth (short or lo	nt giving the person's perma		annel Islands, the Isle of Man or Ireland, togethe Insurance number and their name issued by a
10. A certificate of re	gistration or naturalisation a		en, together with an official document giving the sued by a Government agency or a previous
	L	ist B Group	
1. ☐ A current passporthe type of work in ques		holder is allow	ved to stay in the UK and is currently allowed to d
holder which indicates t	hat the named person can c	currently stay in	lence Permit) issued by the Home Office to the the UK and is allowed to do the work in question
the Home Office to a no		a national who i	ce Card or a Derivative Residence Card) issued b is a family member of a national of a European of the of residence
4. ☐ A current Immigra a valid endorsement inc question, together with	ation Status Document conta dicating that the named pers an official document giving ernment agency or a previou	aining a photog son may stay in the person's p	graph issued by the Home Office to the holder with the UK, and is allowed to do the type of work in permanent National Insurance number and their
(European Economic A country or Switzerland s together with a Positiv	plication issued by the Hom rea) Regulations 2006, to a stating that the holder is per ve Verification Notice from	ne Office under family member mitted to take e the Home Offic	regulation 17(3) or 18A (2) of the Immigration of a national of a European Economic Area employment which is less than 6 months old ce Employer Checking Service.
			stating that the holder is permitted to take the otice from the Home Office Employer Checking
GELVICE.		Page 29	

3. ☐ A Positive Verification Notice issued by the Home Office Employer Checking prospective employer, which indicates that the named person may stay in the UK ar question.			
Step 2 Check			
 You must check that the documents are genuine and that the personal prospective employee or employee, the rightful holder and allowed are offering. 	to do the	type of w	ork you
Are photographs consistent across documents and with the person's appearance?	Yes 🗹		N/A 🗆
2. Are dates of birth consistent across documents and with the person's appearance?	Yes 🗓	No □	N/A 🗆
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes 🗆		N/A ☑
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes 🗹	<i>(</i>	N/A 🗆
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes 🗹	No □	N/A 🗆
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes 🗆	No 🗆	N/A 🖸
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retain 1. Passports: any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the 2. All other documents: the document in full, both sides of a Biometr You must also record and retain the date on which the check was made.	n: te of birth, nformation work in qu	signature indicating uestion.	e, leave g the
If you have correctly carried out the above 3 steps you will have an excus penalty if the above named person is found working for you illegally. How of the type of excuse you have as this determines how long it lasts for, as required to do a follow-up check. The documents that you have checked and copied are from:	ever, you	need to b	e aware
1. List A ☑ You have a continuous statutory excuse for the full durat employment with you. You are not required to carry out any repeat right to person.			
2. List B: Group 1 ☐ You have a time-limited statutory excuse which permission to be in the UK expires. You should carry out a follow-up ch evidencing their permission to work expires.			

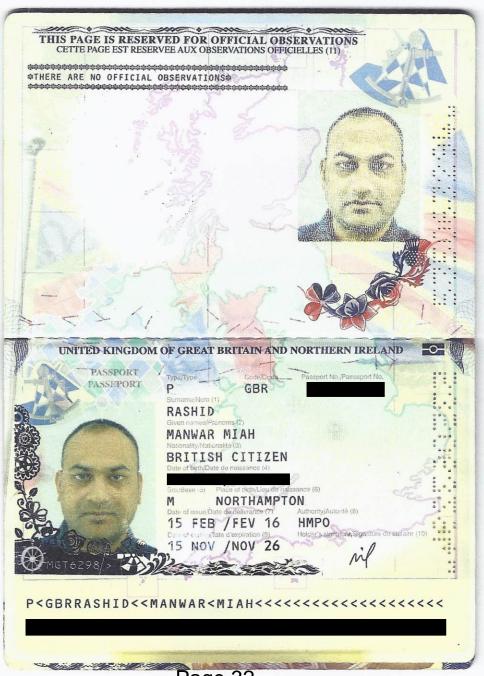
3. List B: Group 2 ☐ You have a time-limited statutory excuse which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a follow-up check when this notice expires
You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check

Home Office online right to work checking service

For an online right to work check (available in respect of those with a biometric residence permit, a biometric residence card or have status issued under the EU settlement scheme). There are three basic steps to conducting an online right to work check:

- use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on gov.uk) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;
- 2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
- retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.







Right to Work Checklist

Name of person:	MU MAHBUB LAMAL
Date of check:	2-12-2019
Type of check:	Initial check before employment ✓ Follow-up check on an employee □
work	hysical document check or perform an online check to establish a right to
	Step 1 for physical check
a manual right to v	original documents from either List A or List B of acceptable documents for work check
1 IV A passport showing	List A
or a citizen of the UK and	the holder, or a person named in the passport as the child of the holder, is a British citizen Colonies having the right of abode in the UK. all identity card showing the holder, or a person named in the passport as the child of the
nolder, is a national of a b	uropean Economic Area country or Switzerland.
national of a European Ed	ficate or Document Certifying Permanent Residence issued by the Home Office, to a conomic Area country or Switzerland.
 □ A Permanent Residence Economic Area country of the Economic A	ence Card issued by the Home Office, to the family member of a national of a European r Switzerland.
5. A current Biometric	Immigration Document (Biometric Residence Permit) issued by the Home Office to the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in
indefinitely in the UK, has	endorsed to show that the holder is exempt from immigration control, is allowed to stay the right of abode in the UK, or has no time limit on their stay in the UK.
 A current Immigration indicating that the named 	on Status Document issued by the Home Office to the holder with an endorsement person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, ocument giving the person's permanent National Insurance number and their name issued
 A birth (short or long person's permanent Natio employer.) or adoption certificate issued in the UK, together with an official document giving the nal Insurance number and their name issued by a Government agency or a previous
with an official document Government agency or a p	
 □ A certificate of regis person's permanent Natio employer. 	stration or naturalisation as a British citizen, together with an official document giving the nal Insurance number and their name issued by a Government agency or a previous
	List B Group 1
the type of work in questic	
holder which indicates tha	Immigration Document (Biometric Residence Permit) issued by the Home Office to the the named person can currently stay in the UK and is allowed to do the work in question.
 ☐ A current Residence the Home Office to a non- 	e Card (including an Accession Residence Card or a Derivative Residence Card) issued by European Economic Area national who is a family member of a national of a European Switzerland or who has a derivative right of residence.
a valid endorsement indica question, together with a	on Status Document containing a photograph issued by the Home Office to the holder with ating that the named person may stay in the UK, and is allowed to do the type of work in n official document giving the person's permanent National Insurance number and their ment agency or a previous employer.
	List B Group 2
(European Economic Area country or Switzerland star together with a Positive	cation issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration a) Regulations 2006, to a family member of a national of a European Economic Area ting that the holder is permitted to take employment which is less than 6 months old Verification Notice from the Home Office Employer Checking Service.
 ☐ An Application Regisemployment in question, to Service. 	tration Card issued by the Home Office stating that the holder is permitted to take the ogether with a Positive Verification Notice from the Home Office Employer Checking
	Page 33

Step 2 Check			
 You must check that the documents are genuine and that the pers 	on presen	ting them	n is the
prospective employee or employee, the rightful holder and allowed are offering.	to do the	type of w	
Are photographs consistent across documents and with the person's appearance?	Yes V		N/A 🗆
Are dates of birth consistent across documents and with the person's appearance?	Yes 🗹	No □	N/A 🗆
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes 🗆	No □	N/A 🗹
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes	No 🗆	N/A ☑
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes 🗹	No 🗆	N/A 🗆
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes 🗆	No 🗆	N/A 🗹
Step 3 Copy			
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retain 1. Passports: any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the 2. All other documents: the document in full, both sides of a Biometry You must also record and retain the date on which the check was made.	n: ite of birth, information work in qu	signature indicating uestion.	e, leave g the
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retail 1. Passports: any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the 2. All other documents: the document in full, both sides of a Biometric	n: ite of birth, information work in qu	signature indicating uestion.	e, leave g the
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retain a passports: any page with the document expiry date, nationality, doexpiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the algorithm of the documents: the document in full, both sides of a Biometry You must also record and retain the date on which the check was made. Know the type of excuse you have	n: ite of birth, information work in quick ic Residen	signature indicating uestion. nce Permi	e, leave g the t.
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retain the Passports : any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing it holder has an entitlement to enter or remain in the UK and undertake the 2. All other documents: the document in full, both sides of a Biometric You must also record and retain the date on which the check was made.	n: Ite of birth, Information Ite work in quick Resident Ite Resident	signature indicating uestion. In the property of the property	e, leave g the t. or a civil ne aware
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retain the copy securely: electronically or in hardcopy. You must copy and retain the Copy securely: electronically or in hardcopy. You must copy and retain the date, nationality, do expiry date, biometric details and photograph, and any page containing it holder has an entitlement to enter or remain in the UK and undertake the copy of the copy of a Biometry out must also record and retain the date on which the check was made. Know the type of excuse you have also record out the above 3 steps you will have an excuspenalty if the above named person is found working for you illegally. How of the type of excuse you have as this determines how long it lasts for, a required to do a follow-up check. The documents that you have checked and copied are from:	n: Ite of birth, Information It work in quick Resident It were against It wever, you Ind if, and w	signature indicating uestion. In the property	e, leave g the t. or a civil be aware are
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retain the copy securely: electronically or in hardcopy. You must copy and retain the Passports: any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the 2. All other documents: the document in full, both sides of a Biometry You must also record and retain the date on which the check was made. Know the type of excuse you have lifty you have correctly carried out the above 3 steps you will have an excuspenalty if the above named person is found working for you illegally. How of the type of excuse you have as this determines how long it lasts for, a required to do a follow-up check.	n: te of birth, nformation work in quick Residen se against vever, you nd if, and v	signature indicating uestion. In the person's	e, leave g the t. or a civil ne aware are

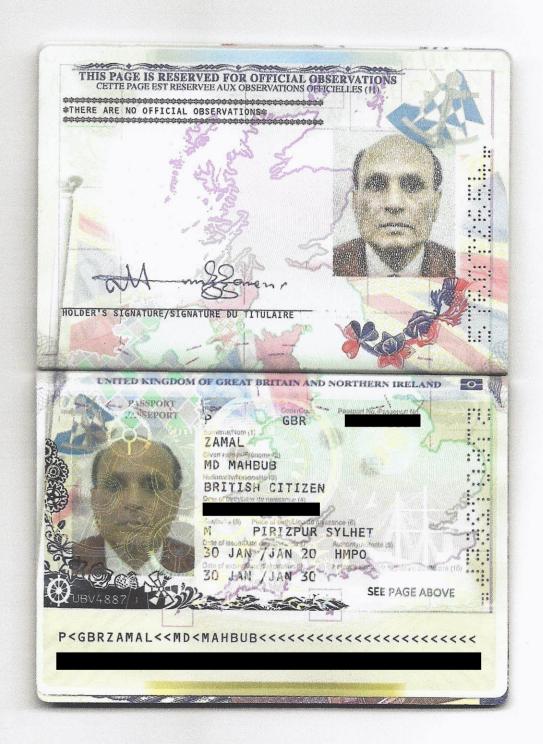
3. List B: Group 2 You have a time-limited statutory excuse which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a follow-up check when this notice expires

You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check

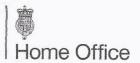
Home Office online right to work checking service

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- use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on gov.uk) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;
- 2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
- 3. retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.



M m Zanon



Name of person:	NOOR HOSSAIN LATIF KHATON
Date of check:	5 JAN 2020
Type of check:	Initial check before employment 🗹 Follow-up check on an employee 🗆
work	physical document check or perform an online check to establish a right to
	Step 1 for physical check
You must obtain a manual right to	original documents from either List A or List B of acceptable documents for work check
	List A
or a citizen of the UK as	ng the holder, or a person named in the passport as the child of the holder, is a British citizen and Colonies having the right of abode in the UK.
holder, is a national of a	onal identity card showing the holder, or a person named in the passport as the child of the a European Economic Area country or Switzerland.
national of a European	rtificate or Document Certifying Permanent Residence issued by the Home Office, to a Economic Area country or Switzerland.
Economic Area country	
holder indicating that the the UK.	ric Immigration Document (Biometric Residence Permit) issued by the Home Office to the e person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in
indefinitely in the UK, h	rt endorsed to show that the holder is exempt from immigration control, is allowed to stay as the right of abode in the UK, or has no time limit on their stay in the UK.
indicating that the name together with an official	ation Status Document issued by the Home Office to the holder with an endorsement ed person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, document giving the person's permanent National Insurance number and their name issued by or a previous employer.
8. A birth (short or lo	ng) or adoption certificate issued in the UK, together with an official document giving the tional Insurance number and their name issued by a Government agency or a previous
9. A birth (short or lo	ng) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together nt giving the person's permanent National Insurance number and their name issued by a a previous employer.
10. A certificate of re	gistration or naturalisation as a British citizen, together with an official document giving the tional Insurance number and their name issued by a Government agency or a previous
	List B Group 1
the type of work in ques	
holder which indicates t	ric Immigration Document (Biometric Residence Permit) issued by the Home Office to the hat the named person can currently stay in the UK and is allowed to do the work in question.
the Home Office to a no Economic Area country	nce Card (including an Accession Residence Card or a Derivative Residence Card) issued by on-European Economic Area national who is a family member of a national of a European or Switzerland or who has a derivative right of residence.
a valid endorsement inc question, together with	ation Status Document containing a photograph issued by the Home Office to the holder with dicating that the named person may stay in the UK, and is allowed to do the type of work in an official document giving the person's permanent National Insurance number and their ernment agency or a previous employer.
	List B Group 2
(European Economic A country or Switzerland s	plication issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration rea) Regulations 2006, to a family member of a national of a European Economic Area stating that the holder is permitted to take employment which is less than 6 months old ve Verification Notice from the Home Office Employer Checking Service.
2. An Application Re	gistration Card issued by the Home Office stating that the holder is permitted to take the n, together with a Positive Verification Notice from the Home Office Employer Checking

You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check

Home Office online right to work checking service

- use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on gov.uk) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;
- 2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
- retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.

3. ☐ A Positive Verification Notice issued by the Home Office Employer Checking prospective employer, which indicates that the named person may stay in the UK ar question.			
Step 2 Check			
 You must check that the documents are genuine and that the perse prospective employee or employee, the rightful holder and allowed are offering. 	to do the	type of w	
Are photographs consistent across documents and with the person's appearance?	Yes 🗹		N/A □
2. Are dates of birth consistent across documents and with the person's appearance?	Yes 🗹	No □	N/A 🗆
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes □	No □	N/A 🖼
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes 🗆	No □	N/A 🗹
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes 🗹	No □	N/A 🗆
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes □	No 🗆	N/A 🗹
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retail 1. Passports: any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the 2. All other documents: the document in full, both sides of a Biometr You must also record and retain the date on which the check was made.	n: ite of birth, information work in qu	signature indicating uestion.	e, leave g the
You must also record and retain the date on which the check was made.	**		
Know the type of excuse you have If you have correctly carried out the above 3 steps you will have an excus penalty if the above named person is found working for you illegally. How of the type of excuse you have as this determines how long it lasts for, as required to do a follow-up check.	vever, you	need to b	e aware
The documents that you have checked and copied are from:			
1. List A You have a continuous statutory excuse for the full durate employment with you. You are not required to carry out any repeat right to person.			
2. List B: Group 1 You have a time-limited statutory excuse which permission to be in the UK expires. You should carry out a follow-up ch evidencing their permission to work expires.			

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[Προιορίζεται γρε τις Αρχές που είναι αρμόδιες για την έκδοση του διαβατηρίου / Pege reserved δτο κοιση απίδησε (Page reserved an autorites competentes pour deliver te passegore). Our distaict usinas an teathanach ser o Pagina reservata all'autorità (Iappus reservete indevejentation), Iappus reservete indevejentation (Iappus reservata phalt-aventrajate (Iappus reservata phalt-aventrajate (Iappus reservata as autoritation), Anisty uraçdowe (Pagina reservata às autoritation / Unature stannary /

NOOR HOSCHIN

PASAPORTE PASSPORT II) Apellidos/Surname/Nom LATIF KHATON (3) Nacionalided/Nationalide ESPANOLA (4) Fechs de nacimiente/Due of birth/Lieu de repsance NOAKHALI (BANGLADESH) (7) Fechs de airpedición/Date of resue/ Date de délivraine Date de délivraine (8) Fechs de caducidad/Date of expiry/ Date de délivraine (9) Fechs de airpedición/Date of resue/ Date de délivraine (9) Fechs de airpedición/Date of resue/ Date de délivraine (9) Fechs de caducidad/Date of expiry/ Date de délivraine (9) Fechs de caducidad/Date of expiry/ Date de délivraine (9) Fechs de caducidad/Date of expiry/ Date de caducidad/Date of expiry/ Date de délivraine (9) Fechs de caducidad/Date of expiry/ Date d'expiration 04 - 11 - 2023 NOOL HOSS AIN

P-Rage 40 < KHATON < NOOR < HOSSAIN < < < < < < <



Name of person:	FORMAN AHMU)
Date of check:	5 day 2020
Type of check:	Initial check before employment Follow-up check on an employee □
You may conduct a	physical document check or perform an online check to establish a right to
work	projection and arrangement arrangement a right to
	Step 1 for physical check
	original documents from either List A or List B of acceptable documents for
a manual right to) Work check
1	List A
1. A passport showing	ng the holder, or a person named in the passport as the child of the holder, is a British citizen
	nd Colonies having the right of abode in the UK. ional identity card showing the holder, or a person named in the passport as the child of the
holder, is a national of	a European Economic Area country or Switzerland.
	ertificate or Document Certifying Permanent Residence issued by the Home Office, to a Economic Area country or Switzerland.
	sidence Card issued by the Home Office, to the family member of a national of a European
Economic Area country	
	ric Immigration Document (Biometric Residence Permit) issued by the Home Office to the
holder indicating that the the UK.	ne person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in
	ort endorsed to show that the holder is exempt from immigration control, is allowed to stay
	as the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration that the	ation Status Document issued by the Home Office to the holder with an endorsement
together with an official	ed person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, I document giving the person's permanent National Insurance number and their name issued
by a Government agen	cy or a previous employer.
	ong) or adoption certificate issued in the UK, together with an official document giving the
person's permanent Na	ational Insurance number and their name issued by a Government agency or a previous
employer.	
	ong) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together
	ent giving the person's permanent National Insurance number and their name issued by a
Government agency or	a previous employer. egistration or naturalisation as a British citizen, together with an official document giving the
person's permanent Na	ational Insurance number and their name issued by a Government agency or a previous
employer.	mental medianies frames and their name lesses by a constitution, agency of a provious
	List B Group 1
	ort endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do
the type of work in ques	
	ric Immigration Document (Biometric Residence Permit) issued by the Home Office to the
	that the named person can currently stay in the UK and is allowed to do the work in question.
	nce Card (including an Accession Residence Card or a Derivative Residence Card) issued by on-European Economic Area national who is a family member of a national of a European
	or Switzerland or who has a derivative right of residence.
	ation Status Document containing a photograph issued by the Home Office to the holder with
	dicating that the named person may stay in the UK, and is allowed to do the type of work in
question, together with	h an official document giving the person's permanent National Insurance number and their
	ernment agency or a previous employer.
	List B Group 2
1. A Certificate of Ap	oplication issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration
	rea) Regulations 2006, to a family member of a national of a European Economic Area
together with a Positiv	stating that the holder is permitted to take employment which is less than 6 months old ve Verification Notice from the Home Office Employer Checking Service.
	egistration Card issued by the Home Office stating that the holder is permitted to take the
employment in question	n, together with a Positive Verification Notice from the Home Office Employer Checking
Service	The state of the s

You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check

Home Office online right to work checking service

- use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on gov.uk) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;
- 2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
- retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.

3. A Positive Verification Notice issued by the Home Office Employer Checkin prospective employer, which indicates that the named person may stay in the UK a question.			
 You must check that the documents are genuine and that the persprospective employee or employee, the rightful holder and allowed 			
are offering.	to do the	type or w	ork you
Are photographs consistent across documents and with the person's appearance?	Yes 🗹	No □	N/A 🗆
2. Are dates of birth consistent across documents and with the person's appearance?	Yes ☑	No □	N/A 🗆
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes 🗆	No □	N/A ☑
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes 🗆	No 🗆	N/A ☑
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes 🗹	No □	N/A 🗆
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes 🗆	No 🗆	N/A 🗹
Step 3 Copy			
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retails not passed to be provided in the document expiry date, nationality, does expiry date, biometric details and photograph, and any page containing it holder has an entitlement to enter or remain in the UK and undertake the late. All other documents: the document in full, both sides of a Biometry ou must also record and retain the date on which the check was made.	in: ate of birth, nformation work in quic Resider	signature indicating uestion.	e, leave g the
Know the type of excuse you have			
If you have correctly carried out the above 3 steps you will have an excurpenalty if the above named person is found working for you illegally. How of the type of excuse you have as this determines how long it lasts for, a required to do a follow-up check.	vever, you	need to b	e aware
The documents that you have checked and copied are from:			
1. List A \(\subseteq \) You have a continuous statutory excuse for the full dura employment with you. You are not required to carry out any repeat right person.			
2. List B: Group 1 ☐ You have a time-limited statutory excuse which permission to be in the UK expires. You should carry out a follow-up chevidencing their permission to work expires.			





Name of person:	AMIN ALI
Date of check:	
Type of check:	Initial check before employment Follow-up check on an employee
You may conduct a	physical document check or perform an online check to establish a right to
work	, and an extended to establish a right to
	Step 1 for physical check
 You must obtain 	original documents from either List A or List B of acceptable documents f
a manual right to	work check
	List A
1. M A passport showing	ng the holder, or a person named in the passport as the child of the holder, is a British citizen
	is colonica figurita the fittili til anno in too i ik
holder is a national of a	onal identity card showing the holder, or a person named in the passport as the child of the
The minimum of the	Latopean Leonomic Area connity of Switzerland
national of a Furonean I	tificate or Document Certifying Permanent Residence issued by the Home Office, to a Economic Area country or Switzerland.
4. ☐ A Permanent Resi	dence Card issued by the Home Office, to the family member of a national of a European
ou outliff y	
A current Biometri	ic Immigration Document (Riometric Residence Remails in a 11 11 11
The second of the contract of the	e person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in
D. ☐ A current passpor	t endorsed to show that the holder is exempt from immigration control, is allowed to stay
manufaction of the file	O LIC HUIL OF BOOK IN THE LIK OF has no time limit on the in-
. T V AMILEILE IIIIIIIIII	UOII STATUS LOCUMENT issued by the Long Office to the Long of
by a Government agenc	y or a previous employer
 A birth (short or long) 	(0) Or adoption certificate issued in the LIV to mathematical and the live of
employer.	in the market runner and their name issued by a Government agency or a previous
A birth (short or lon	g) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together
Government agency or a	previous employer
Derson's permanent Notice	istration or naturalisation as a British citizen, together with an official document giving the
employer.	onal Insurance number and their name issued by a Government agency or a previous
	List B Group 1
. A current passport	endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do
71	♥! ####################################
. A current Biometric	Immigration Document (Biometric Residence Permit) issued by the Home Office to the
valid endorsement indic	on Status Document containing a photograph issued by the Home Office to the holder with
	cating that the named person may stay in the UK, and is allowed to do the type of work in an official document giving the person's permanent National Insurance number and their
ame issued by a Govern	iment agency or a previous employer.
	List B Group 2
☐ A Certificate of Appli	ication issued by the Home Office and the Articles
gether with a Positive	ating that the holder is permitted to take employment which is less than 6 months old
- PPHOUIOII ITEMS	MODULI VICIO DI TOO HOMO CHILL III III III III III III III III III
ervice.	ogether with a Positive Verification Notice from the Home Office Employer Checking
	Page 45

	The second secon		
Step 2 Check			
 You must check that the documents are genuine and that the pers prospective employee or employee, the rightful holder and allowed are offering. 			
Are photographs consistent across documents and with the person's appearance?	Yes 🗹	No □	N/A 🗆
2. Are dates of birth consistent across documents and with the person's appearance?	Yes ₫	No □	N/A 🗆
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes 🗆	No 🗆	N/A ☑
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes 🗆	No 🗆	N/A 🗅
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes 🗹	No 🗆	N/A 🗆
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes 🗆	No 🗆	N/A ☑
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retain		ilereu, an	u iciaiii
1. Passports: any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the 2. All other documents: the document in full, both sides of a Biometry You must also record and retain the date on which the check was made.	ite of birth, information work in qu	indicatinguestion.	e, leave g the
1. ■ Passports: any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing it holder has an entitlement to enter or remain in the UK and undertake the 2. □ All other documents: the document in full, both sides of a Biometry You must also record and retain the date on which the check was made.	ite of birth, information work in qu	indicatinguestion.	e, leave g the
1. ■ Passports: any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing it holder has an entitlement to enter or remain in the UK and undertake the 2. □ All other documents: the document in full, both sides of a Biometr You must also record and retain the date on which the check was made. Know the type of excuse you have	te of birth, nformation work in quick ic Residen	indicating uestion. ace Permi	e, leave g the t.
1. ■ Passports: any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing it holder has an entitlement to enter or remain in the UK and undertake the 2. □ All other documents: the document in full, both sides of a Biometry You must also record and retain the date on which the check was made.	nte of birth, nformation work in quic ic Resident se against vever, you	indicating uestion. ice Permi	e, leave g the t.
1. Passports: any page with the document expiry date, nationality, day expiry date, biometric details and photograph, and any page containing it holder has an entitlement to enter or remain in the UK and undertake the 2. All other documents: the document in full, both sides of a Biometr You must also record and retain the date on which the check was made. Know the type of excuse you have lif you have correctly carried out the above 3 steps you will have an excurpenalty if the above named person is found working for you illegally. How of the type of excuse you have as this determines how long it lasts for, a required to do a follow-up check.	nte of birth, information work in qui ic Resident se against vever, you and if, and v	liability for need to by when you	e, leave g the t. or a civil pe aware are

3. List B: Group 2 You have a time-limited statutory excuse which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a follow-up check when this notice expires

You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check

Home Office online right to work checking service

- use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on gov.uk) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;
- 2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
- retain a clear copy of the response provided by the online right to work check (storing that
 response securely, electronically or in hardcopy) for the duration of employment and for
 two years afterwards.







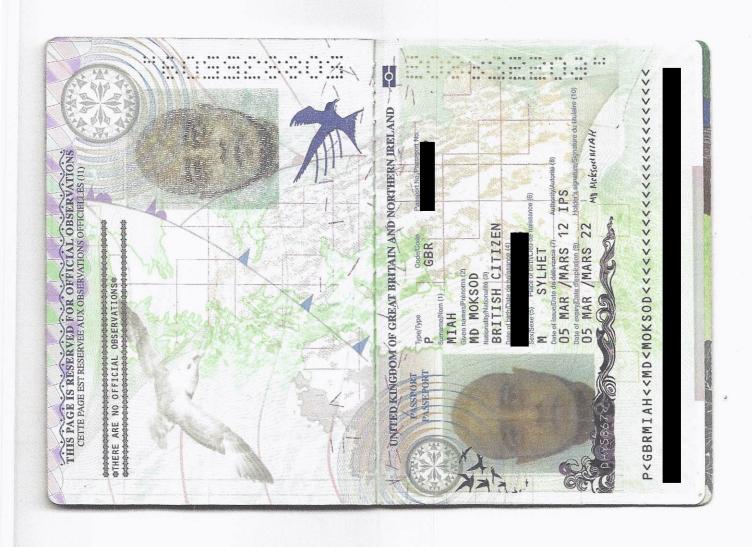
Name of person:	MU MOKSOD MIAM
Date of check:	2-12-2019
Type of check:	Initial check before employment ☑ Follow-up check on an employee □
you may conduct a p	physical document check or perform an online check to establish a right to
	Step 1 for physical check
You must obtain a manual right to	original documents from either List A or List B of acceptable documents for
	List A
or a citizen of the UK an	g the holder, or a person named in the passport as the child of the holder, is a British citizen d Colonies having the right of abode in the UK.
holder, is a national of a	onal identity card showing the holder, or a person named in the passport as the child of the European Economic Area country or Switzerland.
national of a European I	tificate or Document Certifying Permanent Residence issued by the Home Office, to a Economic Area country or Switzerland.
Economic Area country	dence Card issued by the Home Office, to the family member of a national of a European or Switzerland.
holder indicating that the the UK.	ic Immigration Document (Biometric Residence Permit) issued by the Home Office to the e person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in
indefinitely in the UK, ha	t endorsed to show that the holder is exempt from immigration control, is allowed to stay as the right of abode in the UK, or has no time limit on their stay in the UK.
indicating that the name together with an official of	tion Status Document issued by the Home Office to the holder with an endorsement d person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, document giving the person's permanent National Insurance number and their name issued y or a previous employer.
8. A birth (short or lor	ng) or adoption certificate issued in the UK, together with an official document giving the ional Insurance number and their name issued by a Government agency or a previous
9. ☐ A birth (short or lor with an official documer Government agency or a	ng) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together at giving the person's permanent National Insurance number and their name issued by a previous employer.
10. ☐ A certificate of reg person's permanent Nat employer.	gistration or naturalisation as a British citizen, together with an official document giving the ional Insurance number and their name issued by a Government agency or a previous
	List B Group 1
the type of work in quest	
holder which indicates the 3. ☐ A current Resident the Home Office to a non Economic Area country of the Home Office to a non Economic Area country of the Home Office to a non Economic Area country of the Home Office to a non-zero	c Immigration Document (Biometric Residence Permit) issued by the Home Office to the nat the named person can currently stay in the UK and is allowed to do the work in question. ce Card (including an Accession Residence Card or a Derivative Residence Card) issued by n-European Economic Area national who is a family member of a national of a European or Switzerland or who has a derivative right of residence.
a valid endorsement indiquestion, together with	tion Status Document containing a photograph issued by the Home Office to the holder with cating that the named person may stay in the UK, and is allowed to do the type of work in an official document giving the person's permanent National Insurance number and their ment agency or a previous employer.
1 DA Cortificate of Ann	List B Group 2
(European Economic Are country or Switzerland st together with a Positive	plication issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration ea) Regulations 2006, to a family member of a national of a European Economic Area tating that the holder is permitted to take employment which is less than 6 months old e Verification Notice from the Home Office Employer Checking Service.
2. An Application Reg	istration Card issued by the Home Office stating that the holder is permitted to take the together with a Positive Verification Notice from the Home Office Employer Checking

3. A Positive Verification Notice issued by the Home Office Employer Checking prospective employer, which indicates that the named person may stay in the UK at question.	g Service to nd is permit	the employed the document to do the document to do the document to do the document to docu	yer or ne work in
Step 2 Check			
 You must check that the documents are genuine and that the pers prospective employee or employee, the rightful holder and allowed are offering. 			
Are photographs consistent across documents and with the person's appearance?	Yes 🗹	No □	N/A □
2. Are dates of birth consistent across documents and with the person's appearance?	Yes 🗹	No □	N/A 🗆
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes □	No □	N/A ☑
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes 🗆	No 🗆	N/A 🗹
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes 🗹	No □	N/A 🗆
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes 🗆	No 🗆	N/A ☑
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retail 1. Y Passports : any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the 2. All other documents : the document in full, both sides of a Biometry You must also record and retain the date on which the check was made.	n: ite of birth, nformation work in qu	signature indicating uestion.	e, leave g the
Tou must also record and retain the date on which the orient was made.			
Know the type of excuse you have If you have correctly carried out the above 3 steps you will have an excus penalty if the above named person is found working for you illegally. How of the type of excuse you have as this determines how long it lasts for, as required to do a follow-up check.	vever, you	need to b	e aware
The documents that you have checked and copied are from:			
1. List A You have a continuous statutory excuse for the full durat employment with you. You are not required to carry out any repeat right to person.			nis
2. List B: Group 1 You have a time-limited statutory excuse which permission to be in the UK expires. You should carry out a follow-up ch evidencing their permission to work expires.			

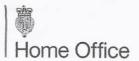
You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check

Home Office online right to work checking service

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- retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.



moken



Name of person:	MD ABDUS SUBHAN
Date of check: Type of check:	$2 - 12 - 2020$ Initial check before employment \square Follow-up check on an employee \square
	Initial check before employment 🗹 Follow-up check on an employee 🗆 physical document check or perform an online check to establish a right to
work	mysical document check of perform an offline check to establish a right to
	Step 1 for physical check
You must obtain a manual right to	
	List A
or a citizen of the UK ar	g the holder, or a person named in the passport as the child of the holder, is a British citizen ad Colonies having the right of abode in the UK.
holder, is a national of a	onal identity card showing the holder, or a person named in the passport as the child of the European Economic Area country or Switzerland.
national of a European I	tificate or Document Certifying Permanent Residence issued by the Home Office, to a Economic Area country or Switzerland.
Economic Area country	
 A current Biometr holder indicating that the the UK. 	ic Immigration Document (Biometric Residence Permit) issued by the Home Office to the e person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in
indefinitely in the UK, ha	t endorsed to show that the holder is exempt from immigration control, is allowed to stay as the right of abode in the UK, or has no time limit on their stay in the UK.
indicating that the name together with an official	tion Status Document issued by the Home Office to the holder with an endorsement d person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, document giving the person's permanent National Insurance number and their name issued by or a previous employer.
 A birth (short or lor person's permanent Nat employer. 	ng) or adoption certificate issued in the UK, together with an official document giving the ional Insurance number and their name issued by a Government agency or a previous
9. ☐ A birth (short or lor with an official document Government agency or a	ng) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together not giving the person's permanent National Insurance number and their name issued by a previous employer.
10. ☐ A certificate of regperson's permanent Natemployer.	gistration or naturalisation as a British citizen, together with an official document giving the ional Insurance number and their name issued by a Government agency or a previous
	List B Group 1
 □ A current passpor the type of work in quest 	t endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do tion.
holder which indicates the 3. □ A current Resident the Home Office to a non-Economic Area country	c Immigration Document (Biometric Residence Permit) issued by the Home Office to the nat the named person can currently stay in the UK and is allowed to do the work in question. ce Card (including an Accession Residence Card or a Derivative Residence Card) issued by n-European Economic Area national who is a family member of a national of a European or Switzerland or who has a derivative right of residence.
	tion Status Document containing a photograph issued by the Home Office to the holder with
question, together with	icating that the named person may stay in the UK, and is allowed to do the type of work in an official document giving the person's permanent National Insurance number and their rnment agency or a previous employer.
4 17 4 0 115 1 11	List B Group 2
(European Economic Arcountry or Switzerland stogether with a Positiv	olication issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration ea) Regulations 2006, to a family member of a national of a European Economic Area tating that the holder is permitted to take employment which is less than 6 months old e Verification Notice from the Home Office Employer Checking Service.
2. An Application Reg	pistration Card issued by the Home Office stating that the holder is permitted to take the together with a Positive Verification Notice from the Home Office Employer Checking

prospective employer, which indicates that the named person may stay in the UK ar question.			
Step 2 Check			
 You must check that the documents are genuine and that the personal prospective employee or employee, the rightful holder and allowed are offering. 			
Are photographs consistent across documents and with the person's appearance?	Yes ☑	No 🗆	N/A 🗆
2. Are dates of birth consistent across documents and with the person's appearance?	Yes 🗹	No □	N/A □
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes ☑	No □	N/A 🗆
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes	No 🗆	N/A 🗹
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes ☑	No 🗆	N/A 🗆
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes	No 🗆	N/A 🗹
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retain 1. \square Passports : any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the 2. \square All other documents : the document in full, both sides of a Biometric	n: te of birth, nformation work in qu	, signature indicatinguestion.	e, leave g the
You must also record and retain the date on which the check was made.			
Know the type of excuse you have If you have correctly carried out the above 3 steps you will have an excus penalty if the above named person is found working for you illegally. How of the type of excuse you have as this determines how long it lasts for, ar required to do a follow-up check.	ever, you	need to b	e aware
The documents that you have checked and copied are from:			
1. List A You have a continuous statutory excuse for the full durate employment with you. You are not required to carry out any repeat right to person.			nis
2. List B: Group 1 ☐ You have a time-limited statutory excuse which permission to be in the UK expires. You should carry out a follow-up che evidencing their permission to work expires.			

3. List B: Group 2
You have a time-limited statutory excuse which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a follow-up check when this notice expires

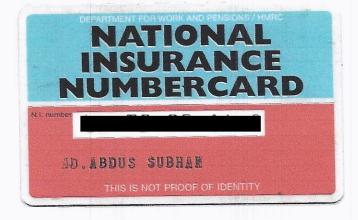
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documents for a manual right to work check

Home Office online right to work checking service

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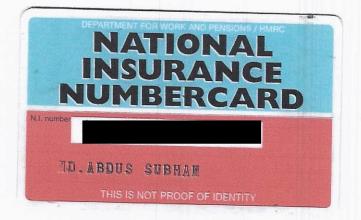






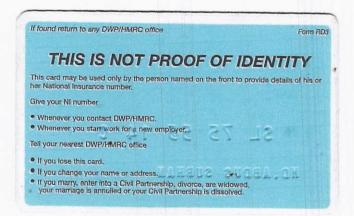






45 Langley Broom, Slough SL38agers8







Name of person:	Sanour ALI.
Date of check:	2-12-2019
Type of check:	Initial check before employment 🗹 Follow-up check on an employee 🗆
you may conduct a p work	hysical document check or perform an online check to establish a right to
	Step 1 for physical check
You must obtain a manual right to	original documents from either List A or List B of acceptable documents for work check
	List A
or a citizen of the UK an	g the holder, or a person named in the passport as the child of the holder, is a British citizen d Colonies having the right of abode in the UK.
holder, is a national of a	nal identity card showing the holder, or a person named in the passport as the child of the European Economic Area country or Switzerland.
national of a European E	tificate or Document Certifying Permanent Residence issued by the Home Office, to a Economic Area country or Switzerland.
Economic Area country	
holder indicating that the the UK.	c Immigration Document (Biometric Residence Permit) issued by the Home Office to the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in
	t endorsed to show that the holder is exempt from immigration control, is allowed to stay is the right of abode in the UK, or has no time limit on their stay in the UK.
indicating that the name together with an official of	tion Status Document issued by the Home Office to the holder with an endorsement d person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, document giving the person's permanent National Insurance number and their name issued y or a previous employer.
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9. A birth (short or lor	ng) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together it giving the person's permanent National Insurance number and their name issued by a previous employer.
	gistration or naturalisation as a British citizen, together with an official document giving the ional Insurance number and their name issued by a Government agency or a previous
	List B Group 1
1. □ A current passporthe type of work in quest	t endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do tion.
holder which indicates the	c Immigration Document (Biometric Residence Permit) issued by the Home Office to the nat the named person can currently stay in the UK and is allowed to do the work in question.
the Home Office to a no	ce Card (including an Accession Residence Card or a Derivative Residence Card) issued by n-European Economic Area national who is a family member of a national of a European or Switzerland or who has a derivative right of residence.
4. ☐ A current Immigra a valid endorsement ind question, together with	tion Status Document containing a photograph issued by the Home Office to the holder with icating that the named person may stay in the UK, and is allowed to do the type of work in an official document giving the person's permanent National Insurance number and their roment agency or a previous employer. List B Group 2
(European Economic Ar country or Switzerland s together with a Positiv	olication issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration ea) Regulations 2006, to a family member of a national of a European Economic Area tating that the holder is permitted to take employment which is less than 6 months old e Verification Notice from the Home Office Employer Checking Service.
	sistration Card issued by the Home Office stating that the holder is permitted to take the together with a Positive Verification Notice from the Home Office Employer Checking

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3. ☐ A Positive Verification Notice issued by the Home Office Employer Checking prospective employer, which indicates that the named person may stay in the UK are question.			
Step 2 Check			
 You must check that the documents are genuine and that the persprospective employee or employee, the rightful holder and allowed are offering. 	to do the	type of w	
Are photographs consistent across documents and with the person's appearance?	Yes 🗹		N/A 🗆
2. Are dates of birth consistent across documents and with the person's appearance?	Yes ☑	No 🗆	N/A 🗆
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes □	No 🗆	N/A 🗹
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in	Yes	No 🗆	N/A 🗹
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes 🗹	No □	N/A 🗆
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes 🗆	No 🗆	N/A 🗹
You must make a clear copy of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retail 1. Passports: any page with the document expiry date, nationality, day expiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the 2. All other documents: the document in full, both sides of a Biometric	n: ite of birth, nformation work in qu	signature indicating uestion.	e, leave g the
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