

# Terms

These terms relate to Sable International, an immigration agency providing services to an individual in order to obtain a UK visa.

I hereby authorise Sable International; (hereafter known as “The Company”) to act as my agents in all matters relating to the said application according to the provisions of the Immigration Act 1971, Nationality Act 1981, Immigration and Asylum Act 1999 and Nationality Immigration and Asylum Act 2002, undertaking the necessary representation as required.

By agreeing to these terms I recognise that The Company have advised against booking any travel and cannot guarantee application processing times and that standard applications can take one to three months to process. I am aware that any travel I book is done at my own risk and The Company will not be held liable for any financial loss caused in booking travel before receiving my visa.

I hereby begin the application under Tier 5, the Youth Mobility Scheme for the UK with The Company as my acting agent. I confirm that I have a current Australian or New Zealand passport and am aged between 18 and 31 years inclusive. I do not intend to engage in business in the UK by starting up a company, or to provide services as a professional sportsperson. I also confirm that I have no dependent children and will be able to independently support myself throughout my stay in the UK. I will be able to provide original bank statements to confirm a balance in excess of GBP 1,890 in the local currency of my home country, AUD or NZD to confirm that I will be able to support myself on arrival in the UK. I confirm that my final bank balance has not been reached through large deposits from another person within the last three months.

If required, I will be able to provide proof that I can support any loan or mortgage whilst I am overseas by providing proof that the property will be rented out to cover mortgage repayments, or that I have sufficient additional savings to cover any such payments.

## Biometric appointments

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I understand that I will need to make an appointment with a British Consulate in either Melbourne, Brisbane, Adelaide, Sydney, Canberra, Perth, Auckland, Wellington or Christchurch to have my biometric data (finger scans and digital photographs) taken. I will make the appropriate arrangements to attend this appointment at a time allocated by me. I am aware there will be an additional fee of AUD 118 for a biometric appointment held in Brisbane, Canberra and Perth.

The following is applicable to applications made in Australia only (exclusive of Adelaide); I understand that prior to attending my biometric appointment I will need to have provided all supporting documents to my allocated caseworker so that they may check all documents and prepare the application for submission. I understand that when I attend my biometric appointment I will, at the same time, submit all of my documents to the Biometric Centre who are then responsible for forwarding the documents to the UKVI. I understand that failure to provide my documents to my caseworker for checking prior to submission at the biometric testing centre will void the no-visa no-fee guarantee that is offered under these terms.

The following is applicable to applications made in New Zealand and Adelaide only; on completion of the biometrics appointment I understand that I will only have a window of seven days in which to collate the necessary documentation and post my application to either The Company's office for Australian based applicants or the British High Commission at the address instructed by The Company for New Zealand based applicants.

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### 1<sup>st</sup> Contact relocation

AUS: 9 Yarra Street, South Yarra, VIC 3141

E: 1stcontact@sableinternational.com | T: +61 (0) 1 8003 9300

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## New Zealand-based applicants only

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I am aware that once submitted by post my application will be automatically transferred from the British High Commission in Auckland, to the UKVI for consideration. I am aware this is standard practice as the UKBA Visa Application Centre in Manila now assess all applications made in New Zealand. I understand that I will be instructed to provide domestic envelopes for secure postage within New Zealand to an address provided to me by The Company.

## Fraudulent documents and false information

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I declare that all the information relating to my application is genuine, true and complete. I have been made aware by The Company, that if any false declarations or documents have been made or submitted, my application may be unsuccessful. If the application is refused by the British High Commission on the basis of fraudulent documents or documents that cannot be verified I confirm that The Company may retain the right to withdraw their representation without prior notice, should there be non-compliance in this regard. If The Company withdraw representation due to false information being given, The company reserve the right to retain all fees payable and to demand payment of those fees still outstanding.

## Fees and payment methods

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The Company offer a "no-visa, no-fee" policy, which ensures that, in the unlikely event that an application is unsuccessful, a refund of the case fee will be paid. I confirm that I understand that any fees paid by me to The Company are non-refundable in the event that I elect to withdraw my application. I also am aware that in the unlikely event that my application is unsuccessful The Company will refund fees paid, less disbursements, as per their "no visa, no fee" policy. I understand that the "no visa-no fee" refund policy does not apply to a refusal based on character grounds, fraudulent documentation or misleading information provided on my behalf. I also understand that the "no visa-no fee" guarantee will be forfeited should my application be refused due to submitting any documentation which has not been checked and approved by The Company. The Company will provide credit card and direct deposit options for payment either telephonically or by secure web.

## Government fees and payment methods

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You should be aware that the British High Commission also charge processing fees (Government fees) which are not included with our own. The current government fee for this application is GBP 225 (approx AUD 450 AUD / NZD 470 NZD depending on the exchange rate). These fees are paid upon submission of the government form VAF9 which will be supplied to the applicant by The Company as required. I am aware there will be an additional fee of AUD 118 payable to the Visa Forwarding Service (VFS) for biometric appointments held in Brisbane, Canberra and Perth. You should be aware that there is a fast track service in place and that for an additional fee of AUD 240 you can prioritise your application.

I further confirm that any fees paid to enlist the specialist assistance of The Company does not guarantee success of my application or increase in speed of consideration by the UKVI. I acknowledge that any time periods quoted by The Company in relation to the UKVI processing times are only an estimate, and are subject to change at any stage of the application. In the event that an error is made by the UKVI in the completion, The Company will use its best endeavours to have this error corrected as soon as possible. However, this is not the responsibility of The Company, and The Company shall not be liable for any loss howsoever arising.

The following is relevant to applications made in Australia only (exclusive of Adelaide); during the passage of the application, it will be necessary for original documents to be sent to the UKVI via VFS. The Company will not be held responsible for any documents that may go missing as part of the UKVI and VFS internal courier system.

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The following is applicable to applications made in New Zealand and Adelaide only; during the passage of the application, it will be necessary to lodge original documents to the Biometric Centre in Australia. The Biometric Centre will post all the original documentation to the UKVI through their internal courier service. Once the visa has been processed your passport, visa and original documentation will be returned to the same Biometric Centre where you will be required to collect from. I am aware that there is an additional courier made available to me should I wish to have my passport, visa and original documentation returned to me via Australia Post, this service is payable when the application is lodged at the Biometric Centre. While all precautions are taken to ensure your documents are delivered safely we cannot be held responsible any delays or losses caused by document delivery services.

The fees quoted include guidance in the assistance to prepare and submit your application. Once your application is submitted the UKVI may contact you directly to ask additional questions or request additional documentation pertaining to your application. In this case, the UKBA will only speak with you directly about your case. The Company will be able to assist you with additional documentation which has been requested but due to privacy legislation we may not contact the UKVI to ask specific questions or enquire on the status of your application. Our fees do not include any further representation in the event of a failed application, where an appeal may need to be lodged or court appearance necessary. On occasion the UKVI may wish to interview you during the course of the application and again the fixed fees quoted do not include any time spent at such meetings.

## Process

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On submission of these terms and conditions and questionnaire, payment to The Company must also be arranged before any work will commence on your application. On receipt of these terms, questionnaire and payment a case worker will be assigned to your application, by The Company, who will be dedicated to ensuring your application is submitted in line with the policy set by the UKVI. On occasion, where it is felt that issues arising from your application go beyond the scope of the work at The Company, you will be notified in writing and an alternative provider will usually be recommended.

I confirm that I fully understand that I will be required to obtain documentary evidence in line with the British High Commission's requirements. I confirm that I will only proceed if I am confident that I am able to produce this documentation when requested. I understand that if I proceed with the application and am unable to provide the necessary documentation suitable for the UK Visa Application Centre, The Company reserves the right to retain all fees payable.

## Processing times

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The Company recommends that no travel plans are booked and paid for until your application is complete, and your passports are returned to you. Completion of your application by the UK Visa Application Centre cannot be guaranteed in time for any travel plans which have been made. Applications can take one to three months and no status updates are made available by the UKVI once the application has been submitted.

## Biometric Resident Permit (BRP)

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As from 1 June 2015 all applicants for UK visas will be issued a Biometric Resident Permit card. The BRP shows a person's status in the UK and holds the migrant's biographic details and biometric information. You will be required to have this card as proof of the holder's right to stay, work or study in the UK.

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## Why do I need this card?

1. Travel in and out of the UK: You will need to show this card together with your valid passport at the UK border for entry and exit of the UK.
2. Legal requirement of identification for prospective UK employers wishing to employ foreign nationals.
3. Form of identification to open a UK bank account.

## How do I get this card?

Upon successful visa application, you will be issued with a short validity visa sticker in your passport along with a decision letter. The decision letter will provide instructions on when and where to collect your BRP card. The visa sticker is valid for 30 days from your visa start date which is stated on your visa application. You **must** arrive in the UK within 30 days of your visa start date while your visa sticker is still valid.

To collect your BRP card, you will be designated the nearest UK post office branch to your intended UK address stated on your application form. You will have 10 days from arrival in the UK to collect your BRP card. If you do not collect your BRP within 10 days of arrival you may be subject to a financial penalty or cancellation of your leave.

**Please note** that if you do not travel to the UK in your 30-day period, your visa sticker will expire and you will need to pay and apply for another 30-day visa.

## Privacy Act

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I understand that The Company will liaise directly with me on all matters relating to my visa application. I recognize that it is my responsibility to completely understand the application procedure and I cannot allocate an alternate friend or family member to liaise with The Company or the UKVI on my behalf.

I hereby confirm that I have read and understood the above terms and conditions. I understand that on receipt of these terms and conditions and completed questionnaire along with payment for The Company's case fee, my consultant will send me comprehensive instructions pertaining to my application. I understand that this application can take one to three months to process although these processing times are not guaranteed, and I have been advised by The Company not to book any travel.

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