



LEXEN LAW

SPONSOR LICENSE AUTHORISING OFFICER

Understanding the Role of the Authorising Officer



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Authorising Officer

01 What is an Authorising Officer?

An Authorising Officer is the senior individual within your organisation responsible for overseeing the recruitment of migrant workers and ensuring compliance with sponsor duties. This person acts as the main point of contact between the sponsoring organisation and UK Visas and Immigration (UKVI). Their responsibilities include:

- Managing the sponsorship process.
- Ensuring compliance with UKVI requirements.
- Overseeing the Sponsor Management System (SMS) to report changes and manage sponsorship duties.

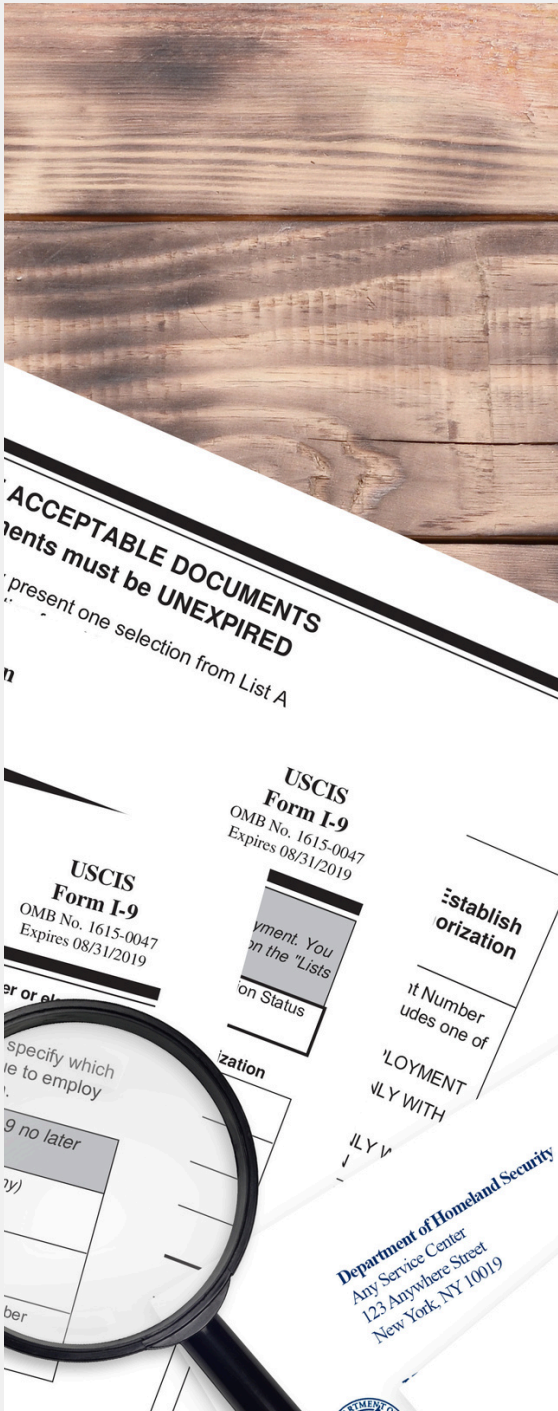
The Authorising Officer must be familiar with immigration laws and the sponsor licence system to effectively fulfil their role.

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Eligibility Criteria



02 Who Can Be an Authorising Officer

The Authorising Officer should be the most senior person within the organisation responsible for recruitment and compliance. They must be a paid member of staff or office-holder based in the UK.

- Must be the most senior person responsible for recruitment and compliance.
- Must be based in the UK most of the time.
- Must be a paid member of staff or office-holder within the organisation.

03 Who Cannot Be an Authorising Officer?

- Individuals with unspent criminal convictions related to relevant offences.
- Anyone with a history of non-compliance with sponsor requirements.
- Those who have been a key person with a sponsor whose licence was revoked recently.
- Individuals legally prohibited from being a company director.



Duties and Responsibilities

04 What does an Authorising Officer do?



- **Recruit Migrant Workers**
Overseeing the recruitment process, including right to work checks, ensuring that all necessary visas and permissions are in place.
- **Sponsor Duties Compliance**
Keeping accurate records of sponsored workers, reporting changes to the Home Office, and ensuring compliance with all relevant immigration regulations.
- **Monitoring and Reporting**
Actively monitoring the activities of sponsored workers and using the SMS to report any changes such as job roles, salary, or working hours.
- **SMS Management**
Deciding which staff members have access to the SMS, managing user permissions, and ensuring the security of the system.



Appointing an AO

05 Considerations When Appointing an AO

When selecting an Authorising Officer, ensure the individual:



- Is the most senior person responsible for recruitment and compliance.
- Meets all eligibility criteria, including no relevant criminal convictions or non-compliance history.
- Is based in the UK and is a paid member of staff or office-holder
- Understands the importance of regular access to the SMS for managing sponsor duties and staying updated with UKVI guidance.



Sponsorship Management System (SMS)

06 SMS Level 1 User

The Authorising Officer does not automatically have access to the SMS. To manage the system, they must also be appointed as an SMS Level 1 User. This role allows them to:

- Assign Certificates of Sponsorship.
- Report on migrant worker activities.
- Manage day-to-day sponsor licence tasks.



07 Importance of Regular Access to the SMS

Regular access to the SMS is crucial for the Authorising Officer to:

- Stay updated with the latest sponsor requirements.
- Ensure the accuracy of sponsor licence details.
- Manage key personnel changes and other tasks efficiently.



Non-Compliance

08 Consequences of Non-Compliance

Failure to comply with sponsor duties can lead to severe consequences, including:



Key Contact

Main point of contact with UKVI, handling communication regarding sponsorship.



Level 1 User

Manages day-to-day sponsorship activities, including assigning Certificates of Sponsorship.



Level 2 User

Assists Level 1 Users with limited SMS activities.





Changing AO

09 Reporting a Change

If your Authorising Officer leaves the organisation, a replacement must be appointed immediately. To report a change, follow these steps:

- Navigate to the 'Request changes to licence details' section on the SMS.
- Complete all mandatory fields with the replacement's details.
- Submit the request through SMS.
- Print and complete the submission sheet.
- Send the completed submission sheet along with supporting documents to UKVI.
- Track the progress of the request using the SMS.





Key Personnel

10 Other Key Personnel in Sponsor Licence Management

In addition to the Authorising Officer, other key personnel roles include:



Revocation of Licence

This prevents the organisation from employing migrant workers.



Downgrade of Licence

Comes with a time-limited action plan and additional costs.



Civil Penalties

Financial penalties for employing illegal workers due to non-compliance with right to work checks.





How Can Lexen Law help?

11 Lexen Law can provide comprehensive support:



- **Officer Guidance**
Help in selecting the right candidate and ensuring compliance.
- **Licence Support**
Assistance with visa business plan endorsements and application processes.
- **Qualified Executives**
Connect with part-time Directors and C-Suite executives qualified for the role.
- **Strategy Optimisation**
Tailored advice to navigate and comply with sponsorship regulations.
- **Director Integration**
Support in incorporating experienced UK Directors into your business.



**For inquiries,
contact us.**

Office 41, The Winning Box, Aquis
House, 27-37 Station Rd, Hayes,
United Kingdom. UB3 4DX
+44 7391 981726



LEXEN LAW