



IMMIGRATION APPLICATIONS - SRA TRANSPARENCY RULES

The Solicitors Regulation Authority's Transparency Rules require law firms to display cost and service information for immigration services provided to individuals, including services rendered to corporate clients on behalf of their employees.

Below, we outline the categories of applications provided by Howes Percival for individuals:

- Points Based System categories, such as Skilled Worker and Global Business Mobility visas
- Settlement for family members of individuals present and settled in the UK
- British Citizenship
- Residence and settlement applications for EEA nationals and their family members
- Other immigration categories, including the innovator founder, global talent, visitor, UK ancestry, and long residence applications

If you need assistance with a matter not listed above, please contact us, and we will assess if we can help. There is no obligation to instruct us after receiving the costs and service information.

SCOPE OF SERVICES

Our services will be customised to each client's needs. Below is a typical scope of service for assisting an individual with a UK immigration application, but this can be adjusted based on each client's requirements:

- Gathering client instructions
- Providing comprehensive advice on the application's requirements, process, and necessary supporting documents
- Reviewing and drafting supporting documents, if needed
- Drafting the application form for client review and making amendments based on their feedback
- Preparing a letter of representation, if necessary, in support of the application
- Submitting the application form online and scheduling an appointment for submission
- Addressing any queries from the client or the relevant authority regarding the application
- Providing follow-up advice after the decision is issued, explaining ongoing obligations
- Ensuring correct issuance of approval documentation upon application approval

Our standard scope of service excludes:

- Accompanying clients to biometric appointments (this may be possible for an additional fee, depending on the appointment location)
- Drafting non-immigration related documents (e.g., business plans required for Innovator Founder applications)
- Preparing translations of documents, although we can obtain a fee quotation for translation services if requested by the client (see below).

The above scope of service and exclusions apply to all the listed immigration services we offer.

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TIMELINE

The timeline for achieving a decision on an application depends on the immigration category the client is applying under. For example, the review and preparation process for the partner of a British national (family settlement application), being document-heavy, will take longer compared to assisting a client applying for the Skilled Worker category, who already has an employment offer and a certificate of sponsorship from a UK employer.

Application timelines are also impacted by UK Visas & Immigration processing times, which vary based on application type, submission location, case complexity, and available submission methods.

Howes Percival aims to submit applications within three to six weeks of receiving instructions. However, the actual timeframe relies on the client's prompt provision of relevant information and the case's complexity.

COST INFORMATION

At the beginning of a matter, Howes Percival will agree on a fixed fee with the client. The estimated fees for our services to individuals fall within the following ranges:

1. Work-related visas under the points-based system (PBS): £500 - £5,000
2. Settlement: £1,500 - £9,000
3. British Citizenship: £2,000 - £9,000
4. EEA applications: £500 - £5,000
5. Other categories (as listed above): £1,500 - £11,000

VAT at the current standard rate (20 percent) applies to the above fees. The fee range provided does not include disbursements (see below).

The fixed fee considers factors such as application type, the number of applicants (main applicant with family members), the seniority of assisting team members, the chosen scope of service, and the application's timescale (e.g., urgent support with a short deadline).

The fee ranges assume no discretionary elements or complexities in the application. If there are discretionary or complex elements, the fees may be higher, but they will be agreed upon in advance with the client, considering individual circumstances.



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EXAMPLE FEE QUOTATION

If an individual meets all the requirements for settlement after completing five years in the UK as a Skilled Worker, with no discretionary elements, and chooses the example scope of service outlined above, the estimated fee for this application, excluding VAT and disbursements, will range from £2,000 to £3,500.

DISBURSEMENTS AND EXPENSES

Disbursements are costs paid in relation to the application, such as UK Visas & Immigration application fees, Immigration Health Surcharge, and value-added services (if any) related to application submission methods, like priority processing fees. VAT is not payable on these disbursements.

Expenses are costs incurred by Howes Percival with client approval, such as translation agency fees. Clients have the option to obtain translations themselves or have Howes Percival obtain a fee quotation for approval and reimbursement.

Please note that the fees and timelines mentioned above are subject to the specific circumstances of each case and may vary accordingly.

