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United Kingdom - Intra-Company Transferee (ICT) Application Procedures and Fees

The United Kingdom Intra-Company Transferee (or “ICT”) immigration route is open to existing skilled employees of overseas businesses, who are being transferred to a U.K. subsidiary or connected entity of that business. This visa category enables multi-national companies to dispatch foreign employees for temporary assignments in U.K.

There are 2 types of ICT visas available:

1. The Intra-Company Transfer Route:
 - For established workers being transferred by the business they work for to take on a skilled role in the UK.
2. The Intra-Company Graduate Trainee Route:
 - For workers who are being transferred by the business they work for to undertake a role in the UK as part of a structured graduate training programme.

Generally, ICT visa is available for both UK components (employer) and foreign employee(s) who meet specific requirements.

For example, you must meet the minimum income requirement, which differs depending on which route you apply through.

Your intended role in the UK must be an eligible job, and your employer must hold a valid Sponsor License.

1. Handling and Applications Fees

Our handling fee for the UK Intra-Company Transferee visa application is GBP2,800. An extra GBP1,000 will be charged for each dependent visa application submitted simultaneously.

In Particular, our fees cover the following services:

- (1) Advice and guidance on end-to-end process regarding the ICT visa application;
- (2) Tailor made document checklist and assistance with the preparation of the supporting documents;
- (3) Review of documents prepared by the applicant(s) and employing company;
- (4) Drafting of application form(s), statement(s) and authorization letters as necessary;
- (5) Detailed case assessment before submission;
- (6) Lodging of Visa Application to the UK Home Office (UKVI);
- (7) Booking of appointment at the Visa Application Centre where required;
- (8) Liaising with the UKVI regarding the application;
- (9) Reporting of application status to the applicant(s) and employing company;
- (10) Pre-departure visa endorsement check.

Note:

- (1) The fees quoted are exclusive of the government fees and any surcharges.
- (2) Priority service is available for an extra fee charged by the UK Home Officer varying from £240 to £800 depending on your location (5 or 1 working day(s) processing time available).
- (3) The fees stated are exclusive of delivery charges, translation fees, notarization fees, etc., if any.
- (4) The fees stated are exclusive of the preparation of a business plan, where applicable. Please contact us for a separate quotation.
- (5) For your reference, the healthcare surcharge is typically £624 per year (applicable to any visa with a duration of 6 months or more).

For your information, the cost of the visa depends on your circumstances (where you are applying for, and the type of visa).

Visa Type	Applying from outside the UK (fee per applicant)	Extending or switching inside the UK (fee per applicant)
Intra-Company Transfer (Up to 3 years)	£610	£704
Intra-Company Transfer (More than 3 years)	£1,220	£1,408
Intra-Company Graduate Trainee	£482	£482

2. Payment Terms and Method

Upon receipt of the confirmation of engagement, we will issue an invoice and email it to you together with the detailed payment instructions. Due to the nature of the service, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded.

We currently only accept check, cash or TT and credit card payment through PayPal. If invoice is settled by PayPal, an extra 5% service fee will be charged.

If China or Taiwan official tax invoice is required, Value-Added Tax or Business Tax at the prevailing rate in the respective jurisdiction will be charged and collected.

3. Eligibility Criteria

In order to apply for the UK ICT visa, the following eligibility requirements need to be fulfilled.

The UK ICT visa beneficiary must:

- (1) Have been employed by the sending business for at least 12 months, **OR** 3 months for graduate trainees. The exact duration depends on the salary and visa type, as follows:

Visa Type	Salary	How long you need to have worked for your employer outside the UK
Intra-Company Transfer	less than £73,900 a year	12 months
Intra-Company Transfer	£73,900 a year or more	no minimum time
Intra-Company Graduate Trainee	N/A	3 months

- (2) Be an existing employee of an organization that has been approved by the Home Office as a sponsor;
- (3) Hold a valid Certificate of Sponsorship (or “CoS”) from a licensed sponsor;
- (4) Be employed in a role skilled to RQF level 6;
- (5) Undertake a job in UK that’s on the list of eligible occupations ([check here](#));
- (6) Meet the minimum salary requirement of £41,500 for an Intra-company Transfer visa **OR** £23,000 for Graduate Trainee;
- (7) Have enough funds to support themselves and any family members in the UK.

The UK employing company must:

- (1) Assign a Certificate of Sponsorship for each foreign worker (electronic record);
- (2) Hold a sponsor license;
- (3) Have an appropriate system to monitor and manage the sponsored beneficiary;
- (4) Hold Academic Technology Approval Scheme (ATAS) certificate (if applicable);
([check here](#))

Note:

UK Visas and Immigration (UKVI) will be responsible to review the application form and supporting documents submitted. They may visit the UK employer to make sure the sponsor is trustworthy and capable of carrying out the duties.

4. Documentary Evidence and Information Requirements

The following information and documents are required for the purpose of an ICT visa application:

- (1) Certificate of Sponsorship reference number (provided by employer)
- (2) A valid passport or other document that shows the identity and nationality of the employee(s)
- (3) Evidence of the employee(s) job title and annual salary
- (4) Employee(s)' job occupation code ([check here](#))
- (5) The name of UK employer and their sponsor licence number (shown on CoS)
- (6) Proof of having enough funds to support yourself and any family members in the UK (e.g. bank statements, unless your certificate of sponsorship shows the hiring entity can support the visa beneficiary. For more detail, please [check here](#))
- (7) Documents to establish relationship with the beneficiary ([e.g. partner or children](#)) if they're applying with the applicant(s)
- (8) Tuberculosis test results are required if applicant is transferred from a listed country ([check here](#))
- (9) Evidence of having worked for your employer outside the UK (e.g. printed payslips, bank or building society statements, a building society pass book, etc.)
- (10) Details of the training programme (Graduate Trainee visa only)
- (11) A valid ATAS certificate if applicants' job involves researching a sensitive subject at PhD level or higher (if applicable)

Notes:

- (1) An original version of supporting documents is required; photocopies will not be accepted.

- (2) All documents must be in English or Welsh. If not, a certified translation is required. Both the translations and the original documents must be submitted to the home office.

5. Estimated Processing Timeline

The Home Office takes approximately 4-6 weeks to process applications submitted upon receipt of all required documents. However, the processing time largely depends on the complexities of the personal situation of the beneficiary and whether the initial application contained the relevant and sufficient level of supporting documentation.

Priority Service of 5 or 1 working day(s) are available for entry clearance applications for an additional fee payable to the UKVI (£240 to £800, depending on your current location).

Should you need further information or assistance, please visit our official website at www.kaizenvis.com or contact us through the following means:

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