

## **Permissible Activities**

**(Extract taken from the Home Office rules on Business Visitors)**

### **1. Unpaid Engagements Business Visitors are allowed to:**

- Attend meetings (including interviews that have been arranged before coming to the UK) or conferences;
- Attend trade fairs provided this is restricted to promotional work and does not involve selling direct to members of the public;
- Arrange deals, negotiate or sign trade agreements, contracts etc;
- Undertaking fact-finding missions, e.g. journalists on a short assignment to cover a story;
- Conduct site visits.
- Purchase, checking details of or examining goods;
- Delivering goods from abroad, such as lorry drivers and coach drivers provided they are genuinely working an international route;
- Attending interviews, where prior arrangements for interview have been made;
- Tour group couriers contracted to a firm outside the UK seeking entry to accompany a tour group and intend to leave with that tour group; another organised by the same company.
- Speaking at a conference where this is not run as a commercial concern and it is a 'one-off' event;
- Interpreters or translators who are existing employees of an overseas company and who are accompanying and solely providing a service for business visitors from the company;
- Representatives of computer software companies coming to install debug or enhance their products. Representatives coming to be briefed on a UK customer's requirements is also acceptable. But representatives who intend to provide a detailed assessment of a potential customer's needs should enter under the points-based system (PBS) (Tier 2) because this is regarded as consultancy;
- Representatives of foreign machine manufacturers coming to erect and install machinery too heavy to be delivered in one piece, as part of the contract of purchase and supply;
- Monteurs – representatives of foreign companies coming to erect, dismantle, install, service, repair or advise on the development of foreign-made machinery;
- Board level Directors attending board meetings in the UK provided they are not employed by a UK company, although there may be a fee for attending the meeting.

It is reasonable to expect those coming to the UK as Business Visitors (to attend meetings and so on) to want to make use of their laptop/Blackberry whilst here. Provided this is solely to enable the Business Visitor to keep up to date their own workload abroad, or to liaise with contacts in the UK, the Home Office, UK Visas & Immigration would not consider this as 'work' for the purposes of the immigration rules.

## 2. Paid Engagements

**Normally Business Visitors must not be paid for any activity undertaken within the UK.**

**The only exception to this relates to visiting academics who are invited to the UK because of their particular expertise. The following restrictions apply:**

- One month leave to enter; invited to undertake pre-arranged fee-paid engagements permitted within this period.
- No formal sponsorship required.
- Engagements to be evidenced by invitation, and to show that it relates to the individual's expertise and/or qualifications, and main occupation overseas.
- Visa nationals are required to apply for entry clearance (single entry visa issued).
- No switching into other categories or extensions of leave permitted when in country.
- Must be a genuine visitor and intend to leave after one month.

**This route can only be used for the following activity.**

Category	Permitted Paid Engagements (PPE) <sup>1</sup>
<b>Visiting examiners or assessors</b>	Academics, who are highly qualified in their field of expertise, invited by a UK higher education institution or other research or arts organisation, to examine students or participate in and/or chair a selection panel as part of the institution or organisation's quality assurance processes. Activities can include: <ul style="list-style-type: none"> <li>• marking papers;</li> <li>• moderating marking,</li> <li>• attending exam boards;</li> <li>• drafting reports; and/or</li> <li>• attending clinical skills examinations or vivas; and/or</li> <li>• participating in or chairing a selection panel.</li> </ul>
<b>Visiting lecturers</b>	Professionals invited by a UK higher education institution or other research or arts organisation to give one or a short series of paid lectures in their field of expertise as a visiting lecturer.

<sup>1</sup> Source: Statement of Intent: Changes to Tier 1, Tier 2 and Tier 5 of the Points Based System; Overseas Domestic Workers; and Visitors – February 2012

### **Procedure to engage a Business Visitor**

- A letter (see template letter) is sent from the relevant Dean to the visitor detailing the following points:
  1. The nature of the visit;
  2. The period of stay;
  3. The funding arrangement in terms of fee/subsistence/expenses agreed to be paid.
  
- If the visitor requires a visa they should take the letter of invitation to the British Embassy or equivalent for any visa or entry clearance requirements (includes if they wish dependents to accompany them on their visit.) They should refer to the visa section of the UK Visas & Immigration website at <https://www.gov.uk/check-uk-visa/y> to check if they require a visa for the purpose of their visit to enter the UK. Allow time for this process. The letter of invitation and entry clearance should be brought through immigration control on arrival at their point of entry to the UK.
  
- For payment of any agreed expenses or subsistence to the visitor, complete the Finance claim form for visitors; attach receipts and a copy of the invitation letter to the Finance Department for action.

When the Business Visitor arrives you must inspect and copy their passport to ensure that they are in the UK lawfully.

