

AdviceUK is a membership organisation for advice providers and offers a range of services, including discounted insurances, to its members. Organisations that are not eligible or do not wish to apply for AdviceUK membership can access discounted insurances through AdviceUK's non-member insurance schemes.

AdviceUK arranges brokered insurances from major suppliers at a substantial savings compared with commercial rates.

In order to apply for any AdviceUK insurances you must also complete this registration form. The form requests basic information about your organisation which is required by our insurers as a condition of increasing their discount. It also helps us to plan future services. We do not pass on the information to any other party.

**PLEASE NOTE: This form is not an insurance proposal form.**

## SECTION 1. General details

### About your organisation

Name of organisation:

Address:

Postcode:

Phone (public):

Phone (private):

Fax no:

E-mail address:

Website:

In which county or London borough is your organisation situated:

Please give a contact name for this application:

### To be answered in all cases

**Is your organisation profit-making?**

Yes [ ]

No [ ]

### Immigration advice

The Immigration and Asylum Act 1999 (Part V) established a scheme to regulate immigration advisers in the United Kingdom. The Act set up the Office of the Immigration Services Commissioner (OISC) as an independent public body to ensure that immigration advisers are fit and competent and act in the best interests of their clients.

Since 30 April 2001 it has been a criminal offence for an adviser to provide immigration advice or services unless their organisation is either registered with the OISC or has been granted a certificate of exemption by the OISC. Or unless the organisation is otherwise covered by the Act.

**Does your organisation provide immigration advice?** Yes [ ] No [ ]

**Please tick appropriate box:** [ ] We are in the process of applying for OISC registration/exemption

[ ] We enclose evidence of our OISC Registration

[ ] We enclose evidence of our OISC Exemption

[ ] Our organisation is otherwise covered by the Act (please explain below):

Continued over. . . . .

## Constitution

**Is your organisation:** A charity [ ]      A company limited by guarantee [ ]

A company limited by shares [ ]      A provident or friendly society [ ]      Unincorporated [ ]

## SECTION 2. About your Organisation's work

Please give a brief description of what your organisation does and who your services are for:

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## SECTION 3. Declaration

We understand that this form does not constitute an application for any insurances.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your completed form to:

**AdviceUK, 6th Floor, 63 St Mary Axe, London EC3A 8AA**

**Tel: 020 7469 5702**

**Fax: 020 7469 5701**

**E-mail: [general@adviceuk.org.uk](mailto:general@adviceuk.org.uk)**