

GUIDE TO EMPLOYING WORKERS FROM OVERSEAS



The Nationwide Payroll Company
The Studio
Benefield Road
Brigstock
NN14 3ES



Tel: 01536 373111
Fax: 01536 373123

www.nationwidepayroll.co.uk
email: info@nationwidepayroll.co.uk

Nationwide Payroll Company is a fully
accredited BACSTEL-IP bureau
Established 1994

New regulations came into effect on 1 May 2004, to ensure that any workers from overseas are legally entitled to work in this Country. If you decide to employ a worker from overseas you need to ensure that they provide, **and you copy**, the following documents:

ONE document from the following:

- A passport that shows that the holder is a British Citizen, or can reside in the UK.
- A passport or identity card showing that the holder is a national of an EEA country (list of EEA countries at end of document).
- An Application Registration Card stating that the holder can take employment (this is issued by the Home Office).
- A passport or other document stating that the holder can stay in the UK.
- A passport or other document stating that they are a family member of a national from a EEA country.
- A resident permit to state they are from an EEA country.
- If they do not have a work permit they must provide a passport or endorsed document stating they are able to do work that is on offer.

TWO documents from this list 1:

If the potential employee produces a document showing their National Insurance number (e.g. P45, P60, NI card or letter from a Government Agency), you must **copy it** and **also** obtain **and copy one** of the following:

- A full UK birth certificate.
- A birth certificate issued in Channel Islands, Isle of Man or Ireland.
- A certificate of registration stating that the holder is a British Citizen.
- A letter or Immigration document stating that the holder can stay indefinitely in the UK or can stay for a certain period.
- A letter or Immigration Document stating that they are permitted to do the type of work on offer.

OR

TWO documents from this list 2 :

If the potential employee produces a work permit that enables them to take employment, which has been issued by Works Permits UK, you must **copy it** and **also** obtain **and copy one** of the following:

- A passport or other endorsed travel document stating that the holder is able to stay in the UK and can take the work permit employment.
- A letter issued by the Home Office confirming that the holder is able to stay in the UK and can take the work permit employment.

Once your employee commences working for you, if they are from one of the Countries in **bold** below, they must apply to register, within one month, with the Home Office. To enable them to do this you must provide them with proof of employment. You should keep a copy of the Application Form.

It is a criminal offence for you to employ anyone, age 16 or over, who has no right to work in the UK. For further information on registration please go to: **www.workingintheuk.gov.uk**

EEA COUNTRIES

Austria, Belgium, **Bulgaria**, Cyprus, **Czech Republic**, Denmark, **Estonia**, Finland, France, Germany, Greece, **Hungary**, Iceland, Ireland, Italy, Latvia, Lichtenstein, **Lithuania**, Luxembourg, Malta, Netherlands, Norway, **Poland**, Portugal, **Rumania**, **Slovakia**, **Slovenia**, Spain, Sweden, United Kingdom. Switzerland (not in the EEA but recognized)

This guide is not a definite statement of the law but outlines the basic concepts only.



Further details can be obtained from:

The Nationwide Payroll Company

Tel: 01536 373111

Fax: 01536 373123

email: info@nationwidepayroll.co.uk

website: www.nationwidepayroll.co.uk

