**Form 1B Guidance**

**Permanent Residence Permit Points System – Self Assessment (1st September 2021)**

To help you to complete the Self-Assessment Form 1B correctly, you are strongly advised to read the General Guidance first followed by the Form 1B Guidance and then continue to refer to it while completing the form.

The form must be completed in English electronically, or in Black or Blue Ink. If completed electronically a signature is still required in blue or black ink.

It is recommended that you keep a copy of all the forms you have completed for future reference. Form 1B should be completed as follows:

1. Principal applicant, who has not included a partner as a dependent in their application:
	* Parts 1 to 12
	* Part 18, if more space is required in which to provide additional information in respect of Parts 2 to 12
	* Part 19, Points Summary in respect of points being claimed under Parts 2 to 12
	* Part 21, Declaration
2. Principal applicant, who has included a partner in their application:
	* Parts 1 to 17
	* Part 18, if more space is required in which to provide additional information in respect of Parts 2 to 17
	* Part 19, Points Summary in respect of points being claimed under Parts 2 to 17
	* Part 21, Declaration

From 01 September 2021, the minimum number of points that must be achieved by a principal applicant is:

**50** points;

If you do not achieve the minimum number of points then you are not eligible to make an application for a permanent residence permit.

It is strongly recommended for applicants to read very carefully Part 12 of the General Guidance regarding the definition of ‘date of application’ before completing any of the forms as in certain areas it is of particular relevance to the information you are asked to provide.

A partner included as a dependent in the application of a principal applicant is required to complete a Form 1A on their own account, but is not required to complete Form 1B.

**Part 1 Your Personal Information**

You should provide in this part your personal information as you have given at Part 1 of Form 1A.

# Surname/s

Also known as family name/s or last name/s. They should be the same as recorded in your passport.

# First name/s

They should be the same as recorded in your passport.

If you have recently changed your name and not renewed your passport, you must provide a written statement or other evidence of your change of name.

# Date of birth

This is the date on which you were born. This is as recorded on your birth certificate.

**Part 2 Earned Income**

Points that can be claimed under this part are proportional to your earned income averaged over the two most recent full calendar years before the date of your application. Points that can be claimed range from 10 points for income of £12,000 or more but less than £25,000, to 15 points for earnings of £25,000 or more.

The definition of ‘earned income’ in this part has the same meaning as section 206 of the Taxes Ordinance 1997 where the following sources of income are outlined:

* + - Salaries and any other employment related income, including the value of any employment benefits in kind\*;
		- Business related income;
		- Self-employed income;
		- Income deriving from pensions or annuities;
		- Income deriving from property or land;
		- Income deriving from savings or any other forms of cash investment.

\*If you wish to include the value of employment benefits in kind it is recommended that you read the Falkland Islands Taxation Office’s information leaflet BIK 1 (2004). Copies of this leaflet are available from the Taxation Office – general@taxation.gov.fk.

It should also be noted that if you are claiming points under this part, the value of benefits in kind can be included even if you are not liable to taxation in the Falkland Islands as can certain benefits in kind that are not taxable.

If you intend to use your previous Falkland Islands’ annual statements of earnings as evidence of your averaged earned income the Taxation Office will on request, provide you with copies of your previous annual tax statements and any necessary supporting documents.

If your income also includes income received overseas for which you are not required to submit an annual tax return in the Falkland Islands you must provide overseas business income statements and summaries.

# Put a cross (x) in the relevant box to confirm if you wish to claim points for your averaged earned income

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’ you should complete this part of the form, otherwise go to Part 3.

# State the two most recent full calendar years of your earned income for which you are claiming points Year A and Year B

Specify the two most recent full calendar years on which your averaged earned income will be calculated.

#  2.3 Provide in the table below, details of your total earned income in respect of calendar Year A

Detail in the table, all of your sources of earned income in respect of **Year A** that you wish to include in the calculation of your averaged earned income for which you are claiming points.

# Reference number

A series of ‘A’ reference numbers are included in the table and these must be used to identify the documents you are providing as evidence of the sources of earned income you have listed.

#  Source of income

Provide here, a description of the source of earned income that you are including in claiming points under this part, e.g. name of employer.

# Evidence of income claimed

Describe here the documents that you are including as evidence of the source of earned income you have listed, e.g. annual tax statements, statements of earnings from employers, or bank statements.

# Income claimed

This is your gross earned income as received from the sources of income you have listed.

# Total income, Year A

This is the total earned income or in the case of a business, the total gross profit in respect of calendar Year A.

# Provide in the table below, details of your total earned income in respect of calendar Year B

Detail in the table, all of your sources of earned income in respect of **Year B** that you wish to include in the calculation of your averaged earned income for which you are claiming points.

Explanations of the terms used in the table are the same as provided at 2.3 above. The reference numbers in this table are prefixed ‘B’.

# State your total averaged earned income (Year A + Year B ÷ 2)

This is your total averaged earned income and this is calculated by adding together the total of Table A and Table B and then dividing the sum by 2.

# Put a cross (x) in the relevant box to confirm the points you are claiming for your averaged earned income

Indicate the number of points you are claiming by putting a cross (x) in the relevant box.

* 1. **State the total number of documents you are providing as evidence of your averaged earned income for which you are claiming points (Mark each document with its ‘A’ or ‘B’ reference number as applicable )**

**Year A** number **Year B** Number

State the number of documents you are providing in respect of Year A and Year B respectively. These must be marked with reference numbers prefixed ‘A’ or ‘B’ e.g. A1, A2 and B1, B2 etc. or with similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on your sources of income, these may include: ► official tax documents generated by the taxation authority or your employer ► documents showing the value of benefits in kind received ► bank statements showing interest payments received ► pay slips ► company or business accounts showing the net profit of the business ► statements of annuity or private pension payments received.

**Part 3A Employment in the Falkland Islands**

10 points can be claimed under this part where a principal applicant can demonstrate they have continuous employment for at least 6 months from the date of application that will provide a gross income of £12,000 a year.

Points earning employment means

1. a contract of employment of at least 6 months duration from the date of the application or, if a person has more than one contract of employment, a series of contracts that will provide them with continuous employment for at least 6 months from the date of application.
2. Self-employment, where the self-employed activity is evidenced to have produced the appropriate level of income demonstrated by business accounts for the nearest full financial year of activity before the date of application.

Income in relation to (a), means the basic salary payable as provided for in a contract of employment and includes any other payments guaranteed under the terms of the contract relating to the completion of the contract but not expected overtime or bonuses which are not guaranteed.

# Put a cross (x) in the relevant box to confirm if you wish to claim 10 points for your employment in the Falkland Islands

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’ you should complete this part of the form, otherwise go to Part 4.

# Provide in the tables below, details of your contract or contracts of employment and of any self-employed activity that will from the date of your application provide you with: i. continuous employment for at least 6 months, and; ii. a gross income of at least £12,000 per year

Complete Table A and Table B as relevant to your employment arrangements in respect of the 6 months following the date of your application.

# Table A – Contracted employment

This table relates to employment where a person is contracted or engaged as an employee.

# Reference number

A series of ‘C’ reference numbers are included in the table and these must be used to identify the documents you are providing as evidence of the sources of employment you have listed.

# Employer & job title

This is the name of the company, organisation or person with which you have a contract of employment and the name of your occupation e.g. mechanic.

# Period of employment

This is the period for which your contract of employment is available to you.

# Date from

This is the date of commencement of your current contracted employment.

# Date to, or indefinite

This is the date of when your contract of employment will terminate. If you are employed on an indefinite basis you should state ‘indefinite’.

#  Gross annual earned income

This is your total annual earned income before deductions are made on account of tax, compulsory pension contributions and any other such deductions.

#  Total earnings Table A, contracted employment

This is the sum of all of your earned incomes that you have listed in the table.

# Table B – Self employed activity

This table relates to employment where a person is self-employed.

# Business financial year

This is the nearest full financial year of your self-employed business before the date of your application.

# Reference number

A series of ‘D’ reference numbers are included in the table that must be used to identify the documents you are providing as evidence of the self-employed activities you have listed.

# Description of self-employed activity

This is the name of your business if it has one, and a description of the service it provides, e.g. Joe Bloggs, electrical contractor.

#  Date from

This is the date of when your business financial year commenced.

# Date to

This is the date on which your business financial year ended.

# Gross annual earned income

This is your earned income or business profit before tax is paid in respect of the financial year of your self-employed business that you have listed in the table.

# Total earnings Table B, self-employed activity

This is the sum of all of your self-employed earned income listed in Table B.

# State your total annual employment income (Table A + Table B)

The sum of Table A and Table B will provide you with your total annual employment income. The total must meet or exceed the minimum points earning criteria of £12,000 a year in order for you to claim 10 points.

# An additional 5 points can be claimed for employment in Camp.

# Put a cross (x) in the relevant box to confirm if you wish to claim an additional 5 points for your employment in the Falkland Islands being in Camp.

# Note The definition of Camp can be found in the General Guidance Glossary, what is meant by

#  ‘employment in Camp’ can be found in the General Guidance Appendix B.

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’ you should complete this part of the form, otherwise go to Part 3B.

# Provide in the box below the full address of your Camp employment as referenced in Table A or Table B

* 1. **State the total number of documents you are providing as evidence of your employment and income for which you are claiming points (Mark each document with its ‘C’ or ‘D’ reference number as applicable)**

**Table A** Number **Table B** Number

State the number of documents you are providing in respect of Year A and Year B respectively. These must be marked with reference numbers prefixed ‘C’ or ‘D’ e.g. C1, C2 and D1, D2 etc or with similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on your types of employment these may include: ► contract/s of employment

► statements from employers confirming the period of employment and basic salary arrangements ► Falkland Islands Government Immigration work permits ► previous calendar year or financial year business statements.

**Part 3B Employment in Workforce Shortage List**

5 points can be claimed under this part where a principal applicant can demonstrate they are employed in a role included in the workforce shortage list. The workforce shortage list is reviewed annually and can be viewed at [www.fig.gov.fk/customs](http://www.fig.gov.fk/customs)/for-employers

If your main occupation is included on this list then you will be able to claim 5 points otherwise you are unable to claim any points under this part.

#  Put a cross (x) in the relevant box to confirm if you wish to claim 5 points for being employed in a role included on the workforce shortage list

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to Part 3C.

#  State the relevant Table A or Table B reference number at 3.2 which identifies your current principal employment (the one that provides you with the most income)

Give the reference number from Table A or Table B that identifies your principal employment which is the one that provides you with all or the greater part of your regular annual income.

#  State your occupation and the accompanying Standard Occupational Classification Code (SOCC), if given

Points are *only* available for those roles included on the workforce shortage list, ensure you include the SOCC if given.

# Briefly explain how your current principal employment comes under the occupation you have selected on the list above

Provide a brief outline of the main activities and duties of your current principal employment so as to confirm inclusion on the workforce shortage list.

* 1. **State the total number of documents you are providing as evidence of you being employed in a role included in the workforce shortage list for which you are claiming points (Mark each document with a reference number prefixed ‘E’)**

State the number of documents you are providing as evidence of your principal employment being in a role included on the workforce shortage list. These must be marked with reference numbers prefixed ‘E’ e.g. E1, E2 etc or with similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on what your principal employment entails these may include: ► contract/s of employment ► job description ► employer’s job or person specification.

**Part 3C Work Experience Relevant to Principal Employment**

Points are awarded in this part for work experience acquired during the 10 years before the date of application which are relevant to an applicant’s current principal employment. Points that can be gained range from 5 points for relevant experience of up to five years to 10 points for relevant experience of more than five years.

# Put a cross (x) in the relevant box to confirm if you wish to claim points for work experience that is relevant to your current principal employment

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’ you should complete this part of the form, otherwise go to Part 4.

# State the Table A or Table B reference number at 3.2 which identifies your current principal employment (the one which provides you with the most income)

This is the C or D reference number in the left hand column of the respective tables at 3.2 which identifies your current principal employment. Your principal employment is the one that provides you with all or the greater part of your regular annual income.

# Your current employer

This is the name of the organisation with whom you are currently employed. If your main source of income is from self-employed activities, state ‘SELF’.

# Your current job title

This is the name of your occupation e.g. mechanic.

* 1. **Briefly outline the main requirements and responsibilities of your current principal employment** Provide a brief outline of the main activities and duties of your current job as are relevant to your work experience for which you are claiming points.

# Date on which you commenced your current principal employment

This is the date on which you began your current principal employment that you identified at 3.14 above.

* 1. **Total number of full months in your current employment immediately before your date of application** This is the total number of full months you have currently been employed in your job or self-employed activity. If part months are involved, round up to the nearest full month of 30 days.
	2. Provide below, details of your periods of previous principal employment, commencing from up to 10 years before the date of your application for which you are claiming points for work experience that is relevant to your current principal employment.

Provision is made at 3.19 i to 3.19 v. where you can provide information for up to 5 periods of relevant previous employment. If you need to provide information on further relevant previous periods do this on the Additional Information page provided at Part 18.

# 3.19 i. to 3.19 v.

**Reference number**

A series of ‘F’ reference numbers are included and these must be used to identify the documents you are providing as evidence of the period of your work experience that is relevant to your current principal employment.

# Name of employer

This is the name of the company, organisation or person with whom you were previously employed. If your main source of previous income was from self-employed activities, state ‘SELF’.

# Job title

 This is the name of your occupation e.g. mechanic

# Briefly explain how your previous principal employment is relevant to the work experience for which you are claiming points

Briefly outline how your previous employment for which you are claiming points is relevant to your work experience as the relevance may not be clear unless it is explained.

# Date from

This is the date on which your period of previous relevant employment commenced.

# Date to

This is the date on which your relevant period of previous employment ended.

# Total number of full months in this employment

This is the total number of full months you were employed in your job or self-employed activity during the period stated. If part months are involved, round up to the nearest full month of 30 days.

# Put a cross (x) in the box if you have included additional information at Part 18

This is to highlight whether you have provided on the Additional Information Page at Part 18, details of any further periods of previous relevant work experience for which you are claiming points that need to be taken into account when your application is considered.

# Total number of months (3.18 + 3.19 (i. to v.) plus any additional periods you have detailed at Part 18)

This is your total number of months of previous relevant work experience and this is calculated by adding together the number of months you have stated at 3.18 and 3.19 i. and 3.19 ii. etc. as is applicable to you.

# Total number of years (Total months at 3.21 above ÷ 12)

This is the total number of years of your relevant work experience for which you are claiming points and is calculated by dividing the total number of months by 12, e.g. 63 months ÷ 12 = 5.25 years.

# Put a cross (x) in the relevant box to confirm the points you are claiming for your work experience which is relevant to your current principal employment

Indicate here the number of points you are claiming by putting a cross (x) in the relevant box.

* 1. **State the total number of documents you are providing as evidence of your work experience relevant to your principal employment for which you are claiming points (Mark each document with its ‘F’ prefixed reference number as applicable)**

# Number

State the number of documents you are providing as evidence of work experience which is relevant to your current principal employment. These must be marked with reference numbers prefixed ‘F’ e.g. F1, F2 etc or similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on what your work experience relevant to your principal employment entails these may include: ► contract/s of employment ► job description ► employer’s job or person specification.

**Part 4 Eligible Educational or Professional Qualification**

5 points can be claimed under this part for an eligible educational or professional qualification.

An eligible educational or professional qualification under this part means a UK qualification that is, or is equivalent to, at least level three in the National Qualifications Framework of the United Kingdom (NQF).

Level 3 NQF listed qualifications include ‘A’ levels, level 3 full and complete national vocational qualifications (NVQ), level 3 certificates and advanced and progression diplomas. Further information on the National Qualifications framework can be found at: <https://www.gov.uk/government/organisations/ofqual>

You may also obtain further advice from the Customs & Immigration Service.

A foreign educational or professional qualification must be supported by a letter or certificate of comparability issued by the European Network of Information Centres (ENIC). Further information and advice on how to obtain a letter or certificate of comparability in respect of a foreign qualification, can be found at: [www.enic.org.uk](http://www.enic.org.uk) you may also obtain further advice from the Customs & Immigration Service.

# Put a cross (x) in the relevant box to confirm if you wish to claim 10 points for you having an eligible educational or professional qualification

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’ you should complete this part of the form, otherwise go to Part 5.

# Provide below, details of your eligible educational or professional qualification for which you are claiming points. Briefly explain how your qualification is relevant to your current principal employment

Provide details of one qualification only for which you wish to claim points. It is suggested that if you have a United Kingdom qualification, you use it in claiming your points as it will not ordinarily need to be assessed by ENIC.

# Country of award

This is the country in which the awarding institution that issued your qualification is located which should be stated in your certificate.

# State/province (if applicable)

This is the state/province in which the awarding institution is located which, if applicable, should be stated in your certificate.

# Institution

This is the name of the institution or organisation which awarded your certificate of qualification.

# Year of award

This is the year in which your qualification was awarded that is stated in your certificate.

# Duration of Study Date from

**Date to**

This is the period when you were enrolled in your course of study. The dates of enrolment and completion may be stated in your certificate.

# Qualification

This is the title or description of your qualification. This will be stated in your certificate.

# Grade (if applicable)

If your qualification is graded this will be the grade or pass rate stated in your certificate.

# Put a cross (x) in the relevant box to indicate the eligibility of or the verification of eligibility of your qualification

Indicate the eligibility of or the verification of eligibility of your qualification by putting a cross (x) in the relevant box.

# Your United Kingdom qualification is equivalent to at least level 3 in the National Qualifications Framework of the United Kingdom or is a higher qualification

An eligible full and complete United Kingdom qualification is one that is equivalent to at least level 3 in the National Qualifications Framework of the United Kingdom or is a more substantial qualification. A qualification issued by a United Kingdom institution or awarding body does not ordinarily require verification but if you are unsure of whether your qualification is an eligible United Kingdom qualification, it is recommended that you seek advice from the Immigration Service.

# Your qualification is not a United Kingdom qualification but

* + - 1. **it is one that has been assessed by the European Network of Information Centres (ENIC) as being, or equivalent to, at least level 3 in the National Qualifications Framework of the United Kingdom or is a higher qualification, and**
			2. **you have included a ENIC letter or certificate of comparability with your application**

A full and complete qualification issued by an institution or an awarding body which is not based in the United Kingdom must be verified by ENIC. Please see the information provided at the beginning of this part.

* 1. **Put a cross (x) in the relevant box/es to confirm the documents you are submitting as evidence of the qualification for which you are claiming points (Mark each document with a reference number prefixed ‘G’)** State the number of documents you are providing as evidence of your eligible educational or professional qualification by putting a cross (x) in the relevant box/s. These must be marked with reference numbers prefixed ‘G’ e.g. G1, G2 etc. or similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Remember to include a ENIC certificate or letter of comparability if your qualification is not one that was issued by a United Kingdom institution or awarding body.

**Part 5 Community Engagement**

5 points can be claimed under this part for community engagement.

#  Put a cross (x) in the relevant box to confirm if you wish to claim 5 points community engagement

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’ you should complete this part of the form, otherwise go to Part 6.

#  Provide below, details of your community engagement for which you are claiming points

Provide details of the community engagement for which you wish to claim points. This means a substantial and sustained contribution to the local community for example actively participating as a member of the Falkland Islands Defence Force; as a retained fire fighter of the Fire and Rescue Service; as a member of a local youth organisation; representing the Falkland Islands overseas in sporting competitions; being a member of a committee of the Legislative Assembly or trustee of a charity registered in the Falkland Islands; organising cultural events. Multiple examples can be given.

* 1. **State the number of documents you are providing as evidence of your community engagement**

 **activities**. **(Mark each document with its ‘CE’ prefixed reference number as applicable)**

State the number of documents you are providing as evidence of your community engagement activities. These must be marked with reference numbers prefixed ‘CE’ e.g. CE1 CE2 etc or with similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on what your community engagement involves, these may include: ► pay slips ► statement letters ► a membership card giving the date of enrollment

**Part 6 Property Assets**

Points that can be claimed under this part are proportional to the net value of any owned property assets and whether they are located in the Falkland Islands or overseas.

For property in the Falkland Islands valued at more than £25,000 but less than £50,000 10 points are awarded. For property in the Falkland Islands valued at more than £50,000 20 points are awarded.

For property overseas valued at more than £25,000 but less than £50,000 5 points are awarded. For property overseas valued at more than £50,000 10 points are awarded.

Property means land and buildings and for buildings does not include moveable assets such as furnishings, appliances or equipment.

Net value means the value of the property after deducting any outstanding mortgage or charge obtained on the property.

Where property values are given in foreign currencies they must be supported by a statement of the exchange rate to pounds as of the date of the valuation. Historical currency conversion rates for this purpose must only be obtained from the following website: <http://www.oanda.com/convert/fxhistory>

A property which is jointly owned by you and another person may be included for its full net value if the joint owner is your partner and is included as a dependent in your application.

A property which is jointly owned by you and another person who is not included as your partner in your application may only be taken into account in respect of the net value of your share in the property.

Evidence of a property’s net value can be established by –

* + 1. where the property is located in the Falkland Islands, by providing a valuation report prepared by a property value assessor approved by the Principal Immigration Officer and by deducting from the value obtained:
			1. any outstanding mortgage or charge on the property,
			2. any share value owned by another person who is not a partner included in the application

 of a principal applicant.

**Note Ajax Engineering is currently the only property value assessor recognised by Standard Chartered Bank**

 **and is therefore the only property value assessor approved by the Principal Immigration Officer.**

* + 1. where the property is located in a country other than the Falkland Islands, by providing a valuation report prepared by a property value assessor who is either a chartered property value assessor or is one accredited by the relevant body of the country where the property in question is located and by then deducting from the value obtained:
			1. any outstanding mortgage or charge on the property,
			2. any share value owned by another person who is not a partner included in the application of a principal applicant.
		2. where the property was purchased within three years before the date of application, evidence of the purchase price is acceptable and the net value then calculated the same as b. and c. above.

 A property value assessment must not be older than three months on the date of application.

#  Put a cross (x) in the relevant box to confirm whether you wish to claim points for your property assets

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to Part 7.

* 1. **Provide in the table below, details of your property assets for which you are claiming points** Complete the table by listing the property assets that you own for which you are claiming points under this part.

# Reference number

A series of ‘I’ reference numbers are included in the table and these must be used to identify the documents you are providing as evidence of your property assets.

# Description of property asset

Indicate whether the property is a dwelling, other kind of building or undeveloped land.

# Address/location

State the address/location of the property asset.

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# Date property acquired

This is the date of when you obtained the property.

# Net value

This is the net value of the property you have listed after deducting:

1. any outstanding mortgage or charge on the property,
2. any share value owned by another person who is not a partner included in the application of a principal applicant.

# Total net value of property assets

This is the total net value of the property assets you have listed.

# Put a cross in the relevant box to confirm the points you are claiming for the total net value of your property assets

 Indicate the number of points you are claiming by putting a cross (x) in the relevant box.

* 1. **State the total number of documents you are providing as evidence of your net property assets for which you are claiming points (Mark each document with its ‘I’ prefixed reference number as applicable)**

# Number

State the number of documents you are providing as evidence of the total net value of your property assets for which you are claiming points. These must be marked with reference numbers prefixed ‘I’ e.g. I1, I2 etc. or with similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on what your property assets are these may include: ► title documents conveyances or deeds ► statements of values from accredited property value assessors ► statements of net value ► evidence of net purchase value (if the property was acquired within the three years before the date of application).

**Part 7 Unencumbered Cash Assets**

Points that can be claimed under this part are proportional to the value of any unencumbered cash assets and range from 5 points for cash assets of £5,000 or more but less than £15,000 held in the Falkland Islands, to a maximum of 10 points for cash assets of £15,000 or more whether held in the Falkland Islands or elsewhere. No points are awarded in respect of any physical cash held by an applicant.

Unencumbered cash assets include bank deposits, bonds and company shares but must not include any borrowings.

Cash assets which are jointly owned by you and another person may be included if the joint owner is your partner and is included as a dependent in your application.

Cash assets which are jointly owned by you and another person who is not included as a partner in your application may only be included to the value of your share of the cash.

In respect of cash deposits, you are required to provide detailed statements for a consecutive period of 12 months counting back from the date of your most recent statement.

If you have an account which you have only opened recently you are required to provide detailed statements from when the account was opened.

Where accounts are held in foreign currencies, the most recent statement must be supported by a statement of the exchange rate to pounds as was applicable on the date of the most recent statement. Historical currency conversion rates for this purpose must only be obtained from the following website: <http://www.oanda.com/convert/fxhistory>

# Put a cross (x) in the relevant box to confirm if you wish to claim points for your unencumbered cash assets

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to Part 8.

#  Provide in the table below, details of your unencumbered cash assets for which you are claiming

#  points

 Detail in the table provided all of your net cash assets for which you are claiming points.

# Reference number

A series of ‘J’ reference numbers are included in the table and these must be used to identify the documents you are providing as evidence of your unencumbered cash assets.

#  Name of investment organisation

This is the name of the organisation with which you have deposited your funds or made investments, e.g. banks, financial institutions, investment companies, companies or organisations in which you have purchased share or bond certificates.

# Evidence of cash assets provided

Describe the documents you are including in your application as evidence of unencumbered cash assets that you have listed, e.g. bank statements, share certificates, bond certificates.

#  Cash assets claimed

This is the amount or value of the unencumbered cash assets for which you are claiming points.

# Total unencumbered cash assets

This is the total sum of the cash assets listed.

#  Put a cross (x) in the relevant box to confirm the points you are claiming for the total value of your

#  cash assets

 Indicate the total value of your unencumbered cash assets for which you are claiming points.

* 1. **State the total number of documents you are providing as evidence of your cash assets for which**

 **you are claiming points (Mark each document with its ‘J’ prefixed reference number as applicable)**

# Number

State the number of documents you are providing as evidence of the total value of your unencumbered cash assets for which you are claiming points. These must be marked with reference numbers prefixed ‘J’ e.g. J1, J2 etc. or with similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on what your unencumbered cash assets are these may include: ► personal bank deposit statements ► statements of share ownerships ► bond certificates.

**Part 8 Age**

Points that can be claimed under this part are dependent on the age of the applicant on the date of application and ranges from 15 points in respect of a person who is 18 to 34 years, 10 points in respect of a person who is 35 to 44 years, to 5 points in respect of a person who is 45-54 years. There are no points for those aged 55 years and older.

You are not required to inform the Customs & Immigration Service of a change in your age that may occur between the date of application and the date when your application is considered as the points awarded under this part are based on your age on the date of application.

#  Put a cross (x) in the relevant box to confirm if you wish to claim points for your age on the date of

#  application

 Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to

 Part 8.

#  State your age in years on the date of your application

 This is your actual age in years on the date of application.

#  Put a cross (x) in the relevant box to confirm the points that you are claiming on account of your age

 Indicate the number of points you are claiming on the basis of your actual age in years on the date of

 application.

#  Put a cross (x) in the box to confirm you have provided your birth certificate (in support of Form 1A)

 Confirm that you have provided a copy of your birth certificate as evidence of your age for which you are

 claiming points. You are not required to provide any other form of evidence in respect of your age for which

 you are claiming points.

**Part 9 Length of Time Resident in the Falkland Islands**

Points that can be claimed under this part are proportional to the length of time you have been ordinarily resident in the Falkland Islands, excepting temporary absences, before the date of application.

In order to qualify for points you must have been ordinarily resident in the Falkland Islands for a minimum period of 36 months (3 years).

The meaning of ‘ordinarily resident’ for this part is provided at Part 4 of the General Guidance.

Points awarded for the time one has been ordinarily resident ranges from 10 points for a period of 36 months but less than 72 months, to 5 points for 72 months or more.

#  Put a cross (x) in the relevant box to confirm if you wish to claim points for the time you have been

#  ordinarily resident in the Falkland Islands

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to Part 9.

#  State the date from when you have been ordinarily resident in the Falkland Islands

This is the date from when you have been ordinarily resident in the Falkland Islands, excepting temporary absences.

# Provide in the table below, details of your absences from the Falkland Islands for those periods which exceed 60 days, going back from the date of your application for up to 10 years or up to the date you have given at 9.2 above, whichever is the lesser

Complete the table only in respect of absences from the Falkland Islands that exceed 60 days.

#  Principal country visited

 This is the country in which you spent the most time during a period of absence.

#  Primary reason for travelling

Provide the main reason for each absence e.g. holiday, medical treatment, training, work or business.

# Date of return

This is the date of when you arrived to the Falkland Islands after a period of absence.

#  Date of departure

This is the date of when you departed the Falkland Islands at the start of a period in which you were absent.

# Total days absent

State the number of days you were absent for each relevant period. Do not count the day of your departure or the day on which you returned.

# Put a cross in the relevant box to confirm the points you are claiming for the time you have been ordinarily resident in the Falkland Islands

Indicate here the number of points you are claiming by putting a cross (x) in the relevant box.

# Put a cross (x) in the box to confirm you have provided a copy of your immigration movement record (in support of Form 1A)

Confirm that you have provided a copy of your immigration movement record as evidence of the time you have been ordinarily resident in the Falkland Islands for which you are claiming points (in support of Form 1A). You are not required to provide any other form of evidence in respect of your time of being ordinarily residence for which you are claiming points.

**Part 10 Pension Plan**

5 points can be claimed under this part for having a pension plan in place to which you have been making regular contributions for a period of at least two years before the date of application. A pension plan that is complete but for which you are not making payments also counts under this part. A person must be aged 55 years or older to claim the points.

Payments under a statutory obligatory pension plan do not count as membership to a pension plan for earning points.

# Put a cross (x) in the relevant box to confirm that you are aged 55 years or more and wish to claim

#  5 points for having a personal pension plan in place for a period of at least 2 years before the date

#  of your application

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to Part 11.

# Name of your pension plan provider

This is the name of the company or organisation that provides you with your personal pension plan.

# Give the date your pension plan commenced

This is the date of when your personal pension plan commenced.

* 1. **State the total number of documents you are providing as evidence of your pension plan for which**

 **you are claiming points (Mark each document with a reference number prefixed ‘K’)**

# Number

State the number of documents you are providing as evidence of your pension plan for which you are claiming points. These must be marked with reference numbers prefixed ‘K’ e.g. K1, K2 etc. or similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on what your pension plan is these may include: ► pension plan policy document ► statements from pension plan provider ► evidence of payments made to your pension fund over the relevant 2 year period.

**Part 11 Close Family Permanently Resident**

5 points may be claimed under this part for a close family member who is permanently resident in the Falkland Islands.

Permanently resident means that the family member has Falkland Islands status or a permanent residence permit and is ordinarily resident in the Falkland Islands on the date of the application. The meaning of “ordinarily resident” is provided at Part 4 of the General Guidance.

Close family member for this part is defined as being the parent, child or sibling (brother or sister) of the principal applicant, or of the principal applicant’s partner included in their application.

# Put a cross (x) in the relevant box to confirm if you wish to claim 5 points because you, or your

#  partner included in your application, have a close family member who is permanently resident in

#  the Falkland Islands

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to Part 12.

# Close Family Member’s Personal Details

* 1. **Surname/s**

Also known as family name/s or last name/s. They should be the same as recorded in your close family member’s passport.

If the person has recently changed their name and not yet renewed their passport you must provide a written statement or other evidence of their change of name.

# First name/s

They should be the same as recorded in your close family member’s passport.

# Date of birth

The date on which your close family member was born.

# Gender

Answer ‘Male’ or ‘Female’. This should be their sex at the time of making your application.

# Place of birth

This is the city/town/village and county/state/province in which they were born.

# Country of birth

This is the country in which they were born.

# Country of Citizenship

Also referred to as a person’s nationality. This is the citizenship (nationality) recorded in their current passport.

# Put a cross (x) in the relevant box to indicate the close family member’s Falkland Islands’

#  immigration status in the Falkland Islands

State your close family member’s current immigration status by putting a cross (x) in the relevant box.

# Falkland Islands status

This is as defined by section **22** of the Falkland Islands Constitution Order.

# Permanent Residence Permit holder

A person who holds a valid permanent residence permit.

# Put a cross (x) in the relevant box to indicate their relationship to you and/or your partner (if included in your application) Sibling (brother or sister) Parent Child

Indicate the relationship of the person you have identified as being a close family member who is permanently resident in the Falkland Islands on the date of application.

# Put a cross (x) in the relevant box to identify with who the close family member is related to: You, the applicant - Your partner - Both of you

State with who the person you have identified as being a close family member to, and who is permanently resident in the Falkland Islands, is related to.

* 1. **State the total number of documents you are providing as evidence of you or your partner having a close family member who is permanently resident in the Falkland Islands for which you are claiming points (Mark each document with a reference number prefixed ‘L’)**

# Number

State the number of documents you are providing as evidence of you or your partner having a close family member who is permanently resident in the Falkland Islands for which you are claiming points. These must be marked with reference numbers prefixed ‘L’ e.g. L1, L2 etc. or with similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on what you or your partner’s relationship is to the close family member these may include: ► birth certificate ► marriage certificate ► Falkland Islands status certificate or copy of endorsed passport pages ► Falkland Islands permanent residence permit or copy of endorsed passport pages.

**Part 12 South Atlantic Medal**

5 points may be claimed under this part for having been awarded a South Atlantic Medal.

# 12.1 Put a cross (x) in the relevant box to confirm if you wish to claim 5 points for being the holder of a

#  South Atlantic Medal

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to Part 13.

# Are you a member of the South Atlantic Medal Association?

Answer ‘Yes or ‘No’.

* 1. **State the total number of documents you are providing as evidence of your South Atlantic Medal**

 **for which you are claiming points (Mark each document with a reference number prefixed ‘M’)**

# Number

State the number of documents you are providing as evidence of your award of a South Atlantic medal. These must be marked with reference numbers prefixed ‘M’ e.g. M1, M2 etc. or with similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on who you were serving or employed with at the relevant these may include: ► confirmation of your award by the South Atlantic medal Association ► HM Armed Forces’ personal service record or certified extract ► certificate of service of relevant employing organisation that provides a reference to your service during 1982.

**Part 13 Your Dependent Partner’s Personal Details**

You must only complete Parts 13 to 17 if your partner is included in your application and you are wishing to claim points in respect of the points earning criteria which apply to a partner so included.

 **Note Principal Applicant can claim points for own dependent child in Part 16, Question 16.5**

# Put a cross (x) in the relevant box to confirm if you wish to claim points for a dependent partner

#  included in your application

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to Question 16.5.

# Surname/s

Also known as family name/s or last name/s. They should be the same as recorded in your partner’s passport.

If your partner has recently changed their name and not renewed their passport, you must provide a written statement or other evidence of their change of name.

# First name/s

They should be the same as recorded in your partner’s passport.

# Date of birth

The date on which your partner was born.

**Part 14 Employment in Workforce Shortage List**

5 points can be claimed under this part where a dependent partner can demonstrate they are employed in a role included in the workforce shortage list. The workforce shortage list is reviewed annually and can be viewed at [www.fig.gov.fk/customs](http://www.fig.gov.fk/customs)

If your partner’s main occupation is included on this list then you will be able to claim 5 points otherwise you are unable to claim any points under this part.

# Put a cross (x) in the relevant box to confirm if you wish to claim points for your partner being

#  employed in a role included in the workforce shortage list

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to Part 15.

# State your partner’s occupation and the accompanying Standard Occupational Classification Code

#  (SOCC), if relevant

5 points are available for those roles included on the workforce shortage list.

# Briefly explain how your partner’s current principal employment comes under the occupation you have selected on the list above

Provide a brief outline of the main activities and duties of your partner’s current principal employment so as to confirm inclusion on the workforce shortage list.

* 1. **State the total number of documents you are providing as evidence of your partner being employed**

 **in a role included in the workforce shortage list for which you are claiming points (Mark each document**

 **with a reference number prefixed ‘E’)**

State the number of documents you are providing as evidence of your partner’s principal employment being

 in a role included on the workforce shortage list. These must be marked with reference numbers prefixed ‘E’

 e.g. E1, E2 etc. or with similarly marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on what your principal employment entails these may include: ► contract/s of employment ► job description ► employer’s job or person specification.

**Part 15 Community Engagement**

1. points can be claimed under this part for partner’s community engagement.

# 15.1 Put a cross (x) in the relevant box to confirm if you wish to claim 5 points for your partner’s community engagement

Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’ you should complete this part of the form, otherwise go to Part 16.

# Provide below, details of your partner’s community engagement for which you are claiming points

Provide details of your partner’s community engagement for which you wish to claim points. This means a substantial and sustained contribution to the local community for example actively participating as a member of the Falkland Islands Defence Force; as a retained fire fighter of the Fire and Rescue Service; as a member of a local youth organisation; representing the Falkland Islands overseas in sporting competitions; being a member of a committee of the Legislative Assembly or trustee of a charity registered in the Falkland Islands; organising cultural events. Multiple examples can be given.

* 1. **State the number of documents you are providing as evidence of your community engagement**

 **activities**. **(Mark each document with its ‘CE’ prefixed reference number as applicable)**

 These must be marked with reference numbers prefixed ‘CE’ e.g. CE1, CE2 etc. or with similarly marked

 slips of paper attached to each document.

 Certified copies of documents are acceptable and you may include as many documents as you consider

 necessary. Depending on what your community engagement involves, these may include: ► pay slips ►

 statement letters ► a membership card giving the date of enrollment

**Part 16 Age**

Points that can be claimed under this part are for the dependent partner on the date of application. 5 points are available for those aged under 45 years.

You are not required to inform the Customs & Immigration Service of a change in your partner’s age that may occur between the date of application and the date when your application is considered as the points awarded under this part are based on your age on the date of application.

 Dependent Partner

# 16.1 Put a cross (x) in the relevant box to confirm if you wish to claim points for your partner’s age on the

#  date of application

 Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to

 Part 16.5.

# 16.2 State your partner’s age in years on the date of your application

This is your partner’s actual age in years on the date of application.

# 16.3 Put a cross (x) in the relevant box to confirm the points that you are claiming on account of your

#  partner’s age

 Indicate the number of points you are claiming on the basis of your partner’s actual age in years on the date

 of application.

# 16.4 Put a cross (x) in the box to confirm you have provided your partner’s birth certificate (in support of

#  Form 1A)

Confirm that you have provided a copy of your partner’s birth certificate as evidence of your age for which you are claiming points. You are not required to provide any other form of evidence in respect of your partner’s age for which you are claiming points.

Points that can be claimed under this part are for a dependent child who is 16 years and under on the date of application. 5 points are available for a dependent child aged 16 years and under. Dependent child must be ordinarily resident in the Falkland Islands for 3 years or more or, if under age 3, ordinarily resident and born during a period when the principal applicant had leave to enter and remain in the Falkland Islands.

You are not required to inform the Customs & Immigration Service of a change in your child’s age that may occur between the date of application and the date when your application is considered as the points awarded under this part are based on your age on the date of application.

A Principal Applicant may claim 5 points for their dependent child if under 16; or a dependent child, if under

 16, of a partner included as a dependent in their application.

 Dependent Child

# 16.5 Put a cross (x) in the relevant box to confirm if you wish to claim points for a child’s age on the

#  date of application

 Answer ‘Yes’ or ‘No’. If you have answered ‘Yes’, you should complete this part of the form, otherwise go to

 Part 17.

# 16.6 State the child’s age in years on the date of your application

This is the child’s actual age in years on the date of application.

# 16.7 Put a cross (x) in the relevant box to confirm the points that you are claiming on account of the

#  child’s age

 Indicate the number of points you are claiming on the basis of the child’s actual age in years on the date

 of application.

# 16.8 Put a cross (x) in the box to confirm you have provided the child’s birth certificate (in support of Form

#  1A)

Confirm that you have provided a copy of the child’s birth certificate as evidence of their age for which you are claiming points. You are not required to provide any other form of evidence in respect of the child’s age for which you are claiming points.

**Part 17 South Atlantic Medal**

5 points may be claimed under this part for your partner who was awarded a South Atlantic Medal.

# 17.1 Put a cross (x) in the relevant box to confirm if you wish to claim 5 points for your partner being the

#  holder of a South Atlantic Medal

Answer ‘Yes’ or ‘No’ If you have answered ‘Yes’, you should complete this part of the form, otherwise go to Part 18.

# Is your partner a member of the South Atlantic Medal Association?

Answer ‘Yes or ‘No’.

* 1. **State the total number of documents you are providing as evidence of your partner’s South Atlantic**

 **Medal for which you are claiming points (Mark each document with a reference number prefixed ‘S’)**

# Number

State the number of documents you are providing as evidence of your partner’s award of a South Atlantic medal. These must be marked with reference numbers prefixed ‘S’ e.g. S1, S2 etc. or with marked slips of paper attached to each document.

Certified copies of documents are acceptable and you may include as many documents as you consider necessary. Depending on who your partner was serving or employed with at the relevant time these may include: ► confirmation of your partner’s award by the South Atlantic Medal Association ► HM ArmedForces’ personal service record or certified extract ► certificate of service of relevant employing organisation that provides a reference to your partner’s service during 1982.

**Part 18 Additional Information**

# Use the additional information sheet if there is insufficient space in which to answer any of the questions contained in this form or if there is any further information you wish to provide in support of your application

One additional information full page is provided in the form If you need more space than that provided, please copy the page or use A4 sheets of paper. If you use extra sheets please attach them to your application form and put your name, signature and date at the bottom of each extra sheet. Please number all of the sheets you utilise sequentially, i.e. 1 of 4, 2 of 4 etc.

**Part 19 Applicant’s Permanent Residence Permit Points Summary**

Please complete the summary listing all of the points you have claimed on Form 1B.

# Principal applicant

You must score a minimum of **50 points** to meet the points threshold.

If you are a principal applicant who has not included a partner as a dependent in the application, to calculate the total number of points you are claiming, add up the points you have claimed in respect of Part 2 to Part 12.

# If the sum of the points claimed in respect of Part 2 to Part 12 is less than the threshold of 50 points then you do not qualify to apply for a permanent residence permit.

 **or;**

 **Principal applicant, partner included in their application**

You must score a minimum of **50 points** to meet the points threshold.

If you are a principal applicant who has included a partner in your application, to calculate the total number of points you are claiming -

* + 1. add up the points you are claiming in respect of Part 2 to Part 12, then;
		2. add up the points you are claiming in respect of Part 14 to Part 17, then;
		3. add together (a) and (b) in order to obtain the total number of points.

# If the sum of your the total points in respect of (a) and (b) above is less than the threshold of 50 points then you do not qualify to apply for a permanent residence permit.

Remember, unless otherwise stated, you must provide documentary evidence in support of each points earning criteria on this form for which you are claiming points.

Original documents are preferred, however certified copies are acceptable but where there is reason, an immigration officer may insist upon sighting an original document. Failure to submit sufficient evidence of how you arrived to your respective points calculations is likely to lead to refusal of the application.

**Part 20 Supporting Documents Checklist**

Ensure that you list in ascending order, all of the documents you are providing in support of the parts for which you are claiming points. You must also ensure that all of the documents are correctly referenced to the part that they relate to and where applicable, they are correctly labelled with the correct reference number.

# Part number

This is the relevant Part number for which you are claiming points e.g. Part 2 Earned Income.

# Reference number

This is the relevant reference number you have marked on your documents e.g. A1.

# Description of document

Provide a brief description of the document you are providing as evidence for points you are claiming e.g. Falkland Islands Taxation Office Statement of Earnings 2009.

# Quantity

The number of documents provided.

**Part 21 Declaration**

Carefully read the declaration.

# Applicant’s signature

Sign the declaration in the relevant place.

# Applicant’s full name

Write your full name in block capitals.

# Date of signing

This is the date that you sign your application. Please note that it may be different to the date of application (see Part 12 of the General Guidance).

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