



**INNOVATOR**  
INTERNATIONAL

# Scale-up Application Pack

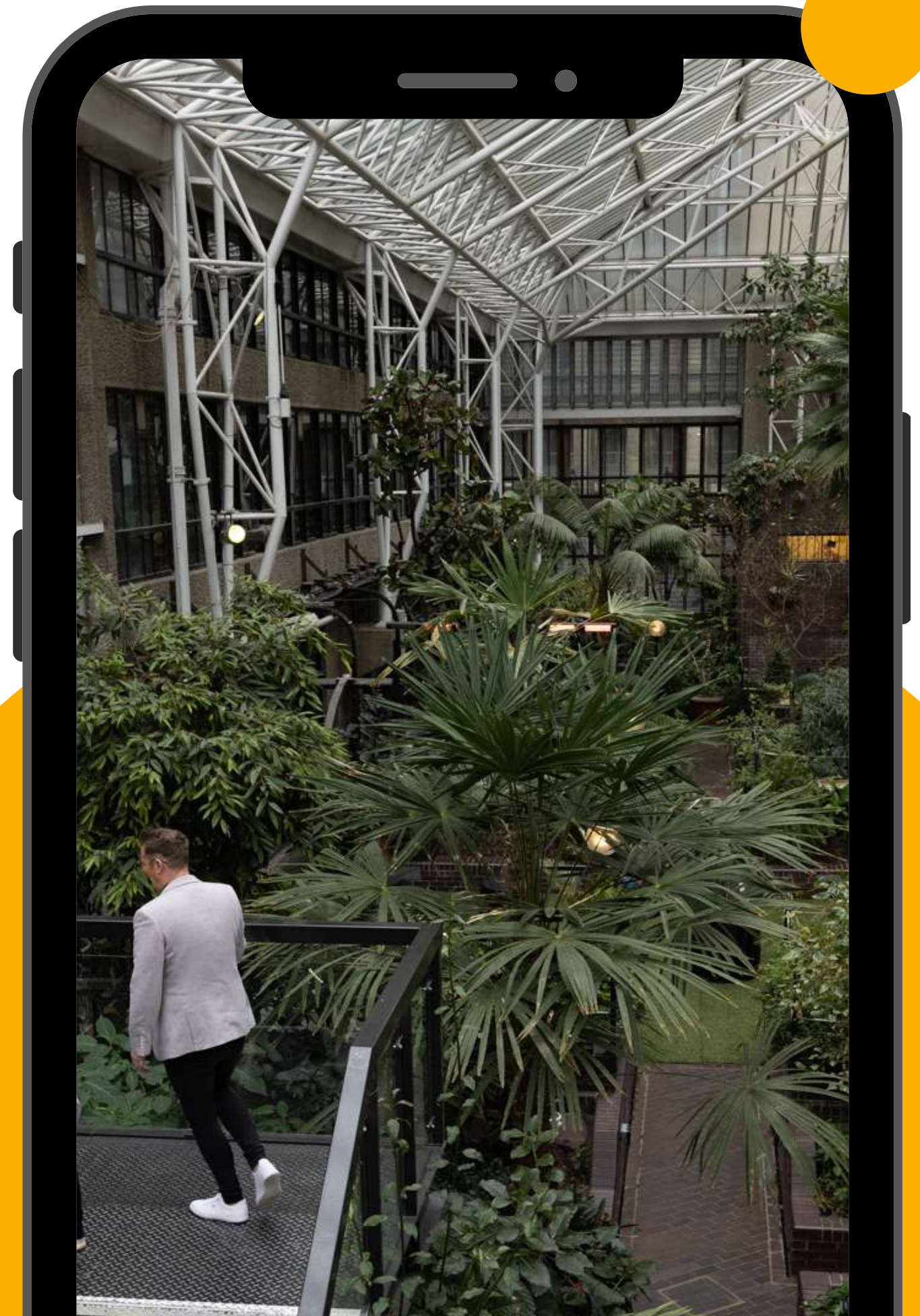




# Overview

## The Scale-up Visa Route

The Scale-up endorsement is for UK businesses who cannot meet the Home Office's usual definition of a Scale-up business, but have a genuine need to recruit overseas workers through the Scale-up route.





# Key Points

This route will allow them to sponsor individuals applying for a Scale-up visa at RQF level 6+.

- Your business must already be established in the UK market and be able to clearly demonstrate the potential and ability to achieve the requirements for a scale-up business in the next 4 years.

- Successful applicants are granted a sponsor license for a maximum period of 4 years in duration. This license only allows you to sponsor individuals applying for a Scale-up visa, however, you can apply and hold other types of license (such as Skilled Worker). A business can only be granted a Scale-up license once and is unable to extend it beyond the maximum period of 4 years.





# Important Disclaimer



**There is a non-refundable charge for the assessment of your application**

**There is no guarantee of success - but projects that fully meet the criteria will progress to the final due diligence stage.**

We will do our best to support you, but it's up to you to present us with the information we require.

If your application is not successful, you may request a single review of our decision.



# What's going to happen?

The Next Steps...

- Register your interest using the link on our website. Once the new programme goes live you will be sent a personalised email with a link to complete your application.
- BEFORE PROCEEDING PLEASE MAKE SURE YOU HAVE READ THIS GUIDE IN DETAIL AND MEET THE CONDITIONS FOR THE SCALE-UP VISA
- When you are ready to proceed click on the link in your email to upload your application documents and make your non-refundable payment.
- You will be assigned an assessor who will review and assess your project.
- You will be informed of the outcome and if successful we will provide you with your endorsement document.

The whole process should take  
no longer than 4 weeks



# Due Diligence

## Personal screening & meeting

If your assessment is successful, we are required to perform some further due diligence checks. These include:

- **Checking any additional documents you have sent with your application**
- **Performing personal screening checks on your key directors and persons of significant interest**
- **Holding an introductory online meeting with you**

If we have any questions through this phase, we will raise them directly with you.





# Summary of costs

A simple and transparent fee structure

The costs for the basic package are as follows:

- £1.5k + vat for the formal assessment.
- If your application is successful, your Endorsement Letter will be issued at no further cost.



# What you need to send us

Key information needed for your application

- Passport details for directors and of other persons of significant interest
- Your business plan demonstrating that you meet the criteria for the Scale-up route
- Specific documents as detailed on the following pages





# Your Business Plan

To assess your suitability, we need to see a plan as to how you propose to grow your business. We would like to know a little about the background to your business along with how you meet the criteria listed on the following pages.

<b>Talent &amp; Skills</b>	The business has the right people and plans to grow, with a clear demand for RFQ level 6+ roles within the business and evidence of short supply of these roles in the UK
<b>Leadership</b>	The leaders are incorporating the Scale-Up mindset within their team and throughout the business, and have the capabilities to deliver the required growth
<b>Access to Markets</b>	There is a robust plan for internationalisation or globalisation of the product or service, with the potential to grow within the given marketplace or diversify into corresponding sectors
<b>Finance</b>	The plan demonstrates and realistically forecasts the required level of growth, and the company has access to finance to offer a salary at the required level?
<b>Infrastructure</b>	The company has the infrastructure (IT systems, processes and procedures, physical resources) to support the growth requirement of the business to achieve the required growth

# Mandatory Requirements

With your application, you must explain in your business plan how you meet all the following requirements, along with the suggested (or equivalent) evidence:

Mandatory Requirement	Suggested Evidence
The business has a minimum of 10 employees paid by PAYE	HMRC payroll for last year.
The business is VAT Registered	VAT Registration Certificate
The business is solvent and trading in the UK	Last year's full annual company accounts
The business has an HMRC footprint of less than 4 years	Registered with Companies House
The business can demonstrate potential growth rate consistent with the requirements of the Scale-up route.	Evidenced in your Business Plan
The business has sufficient finance to offer appropriate salaries to individuals working in roles equivalent to RQF 6	Last year's full annual company accounts
The business has a UK registered corporate bank account	Recent Bank Statement



# Additional Requirements

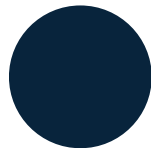
In addition to the mandatory requirements, you must demonstrate in your business plan how your business meets at least three out of the following criteria:

<b>Additional Requirement</b>	<b>Specific Details evidenced in your business plan</b>
<b>Growth</b>	You have exhibited more than 20% growth in revenue or employment per year over a two-year period
<b>Participation in relevant Government programme or receipt of relevant Government funding</b>	You have participated in a recognised scale-up programme (e.g., Innovate UK EDGE, DCMS Creative Scale-up); received an Innovate UK loan or grant; participated in the Small Business Research Initiative.
<b>Finance</b>	You have raised a minimum of £1million in equity finance in a single round in the last 12 months.
<b>International</b>	You have global offices or operations and generating a minimum threshold of 10% of turnover from exports.
<b>Research and Development expenditure</b>	Your expenditure on research, development or innovation is either 10% of overall operating costs per year for three years or 15% in one of the last three years

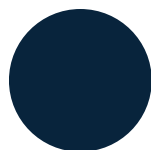


# Before you proceed...

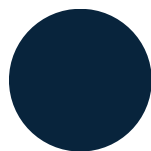
you need to be confident that:



Your business meets the requirements on pages 9-12



You can provide ALL of the evidential documents we require



**You fully understand that assessment does not guarantee an Endorsement, and that your fee is non refundable**





# Next Steps

If you're ready to proceed...

We aim to have this assessment process complete in 4 working weeks (provided that we receive all the required information)

## Step 1

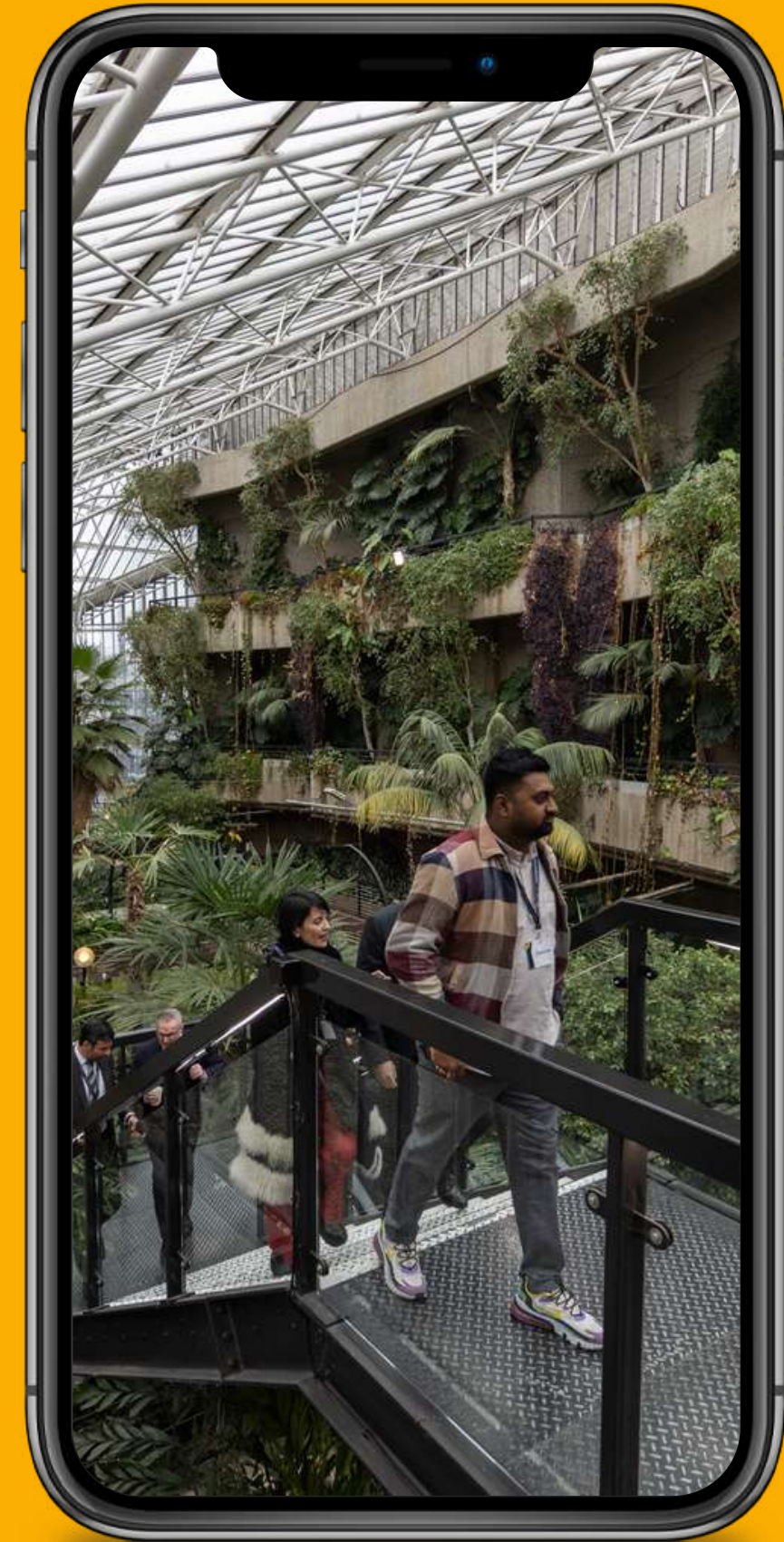
Register your interest using the apply now button on our website

## Step 2

Follow the instructions in the personalised email that you receive

# After your assessment

- If you're successful we will progress with the final checks and contact you to arrange your online interview.
- Following completion of these checks, we will send you your Endorsement Letter.
- If you are not successful we will provide the full reasons for your refusal. You are able to reapply, and can also question our decision if you do not agree with it. The procedure for this will be detailed in our communications to you.





# Contact Us



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