

CERTIFICATE OF SPONSORSHIP APPLICATION CHECKLIST FOR CME ARTIST SERVICES

Note: Due to UK not having passport control from countries in the Common Travel Area (e.g. Republic of Ireland and Isle of Man) we cannot issue Certificate of Sponsorship (CoS) for acts entering the UK from those countries. If that is your only route in and you will be in the UK for less than one month you will have to obtain a Permitted Paid Engagement visa instead.

1. Act details

Act's name	Stage name (if any)	Role (vocals, guitar etc.)

2. Act's Residential Address.

Name	Address	Postcode/zip

If more than one member in the Act use Travel Grid (separate attachment)

3. Act's Representation in Country of Residence (e.g. Act's management company and /or agency contact)

Name	Agency	Website (if applicable)

4. Act's UK representation (e.g. record label, booking agent, promotor, venue manager) (see note 1) including full postal address, landline, email, website (if applicable) and, for the Act's liaison in the UK, mobile phone number

Name	Address	Telephone	Email address	Website

5. Event details: If more than one event use Travel Grid (separate attachment). **NOTE: There cannot be more than 14 days between engagements**

Date	Venue Name	Address (inc. post code)	Telephone	Capacity

6. Passport photo page copies (mobile phone pictures will suffice if clear) supplied for each member of the act

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7. **Travel grid:** (if more than one member of the act and/or more than one event and/or multiple accommodation nights).
(see separate attachment)

8. **Act performance contract/s signed by Act's representation**

9. **Total Fee (if applicable) Act will be paid for CoS period** (indicate currency Act will be paid in e.g. £, \$, €)

10. **Proof Act is internationally established** (e.g. a Wikipedia entry, YouTube clip views and/or SoundCloud track follows showing more than 10,000 and/or Facebook page likes showing more than 10,000, show/album reviews etc.) (See note 2)

11. **Venue hire contracts (where applicable)** signed by venue representative and Purchaser (or Agent, Promoter as applicable): Event URLs are not acceptable but screenshots of event postings can be used as supplemental evidence

12. **CV / Resume and /or Bio for each non-lead applicant member of the act** (see note 2)

13. **Arrival and departure proof of travel to and from UK** (see note 3) URLs are not acceptable – emails or screen shots please

14. **Accommodation** (e.g. hotel) proof of booking when in the UK (for each day) – emails or screen shots please. For more than one booking please use Travel Grid (separate attachment)

15. M S **Multiple (M) / Single (S) entry required to the UK during your work period** (tick applicable)

16. Y N **Any reason/s that might result in entry refusal to the UK for an applicant must be disclosed if known** (e.g. previous entry refusals, criminal convictions). Tick as applicable. If "Yes" please detail separately. NB Failure to disclose this information can default current and future sponsorship.

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Payment

On receipt of the Invoice Agreement:

- CME Agreement Signed, Dated and returned
 - CME Payment, including deposit, made
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For Visa National Groups Only:

- For visa nationals only: travel costs for CME Artist Representative site visit may need to be covered (see note 4)
 - For visa nationals only: we now require a copy of the applicant's Tier 5 visa before they travel. This is to screen for any errors made by the UK visa issuing officers
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Notes:

1. You need to have UK representation other than a sponsor (unless you are an EU based organisation). This is someone willing to sign a declaration that they will be your tour manager and liable for your welfare and payment while performing in the UK. We can only do this role if a) we booked you or b) you pay us to be your tour manager
2. You need to have been experienced in your profession for at least two years, have performed (or at least sold music) overseas and not just in your country of origin and be prepared to be able to demonstrate this (e.g. selection of past tour dates, press reviews, YouTube, Facebook or other online presence going back two years or more etc.)
3. For visa nationals departure from the UK must be within 48 hours of the last work engagement. This is our sponsorship condition for visa nationals and overrides the Tier 5 visa 14 day leave to remain which is invalid once we withdraw sponsorship. Failure to depart within 48 hours will result in our withdrawing sponsorship, invalidating the visa and defaulting to a 5-10 year UK re-entry ban for the individual we withdraw sponsorship from. This condition is not negotiable
4. CME Artist Services may need to send a representative to ensure that the Act is abiding by UK Immigration Law. For new visa national clients this is mandatory. These costs need to be borne by the Employer (at most one day travel and one night's accommodation for two representatives of CME Artist Services)