



# ICS Legal

**legalserviceprovider**

# Foreword

Immigration is an integral part of every organisation, which is why we have designed this information pack to inform our clients the support we can provide to your organisation to ensure legal compliance is met in terms of Immigration Law.

As we know, this does require meticulous organisation to implement rules and regulations in business activities. However we understand our clients, and provide valuable advice which is impartial thus preparing employers and colleagues within your organisation with sound advice.

## Who are we?

ICS Legal is a legal firm providing support regarding UK Immigration. We are regulated by The Office of the Immigration Services Commissioner (OISC), as this is compulsory for all organisations that provide UK immigration advice. ICS Legal is also a member of Joint Council for the Welfare of Immigrants who campaigns for justice in Immigration & Asylum Law & Policy since 1967.

## Our Specialty

ICS Legal specialises in UK Immigration including Working in the UK through Work Permits, British Nationality, EU Citizens who want to work and study in the UK to name but a few. Being specialists in one part of the legal services allows us to focus our energies on this part of the British Law and bring confidence to our clients. The trust we build through this is quintessential to our delivery of success, alongside the sets of procedures and policies we already have in place.

## Thinking ahead through trust

Forward thinking is important to us because when our clients attempt to understand how to either enter or extend their stay in the UK, it can be a difficult and stressful situation, leaving them with clouded decision making. This is where we can help to make sense of the situation and support them in making the correct decision. Notably our clients place their trust on our advice and support, and we appreciate that decisions made regarding immigration can be life changing, hence when we provide our clients with support, we like to assess and understand each and every one of our client's circumstances on their own merits, and help you make the right choice, thus giving a tailor made service.

## What we can offer your organisation

All your colleagues within your organisation will receive 10% off all legal services with ICS Legal. 10% is based on our own fees and excludes any mandatory fees including payment to the Home Office.

## **Benefits to our clients**

- Providing initial consultations for FREE and after each consultation, the case worker will provide a detailed consultation report with action plans.
- Prompt and Correct Advice - Importantly your colleagues will receive correct immigration advice and support.
- We will send out news letters to all our subscribers to keep everyone updated, as Immigration Law is always changing.
- All individuals will have a first point of call to deal with their Immigration matters.
- Reliability is key to us and you can rest assured that we will provide the best practical advice possible to progress through the stages.
- Consistency in dealing with all enquiries appropriately and delivering results on time.
- We ensure that our service does not end as soon as a submission is made to the Home Office. We will regularly update you and keep you informed throughout the whole process until an outcome is reached.

## **Benefits to you, as the organisation**

Compliance with Immigration Law can be complex, however employers still manage to overlook important issues and failure to abide by these laws result in penalties which can have an adverse affect on the business not only financially but also from bad publicity – and we all know how important it is for a business to uphold its professional and all welcoming image to not only its customers but also its employees whom essentially will be at the front line representing your businesses. So here is the type of support we can provide your organisation with:

- Your organisation can have access to our Immigration Advisors for any questions for FREE.
- Your organisation will receive 20% off our legal fees.

## **Why we are doing this**

Immigration is a delicate matter which is why sound advice is required from a reputable organisation. We take our clients cases very personally and ensure we advise them correctly. You can rest assured that as a regulated legal firm, we have the processes, systems and tools in place to help your colleagues.

## **Our experience**

We have worked alongside some of the biggest names in the Industry from Retail to Banks to Eatery places, and we have managed & maintained the level of service consistently with quality legal advice. Please visit our corporate site: <http://www.sk-associates.org> for more information on our list of clientele.

## How this works

The subscription to our service is free and there is no contract or clauses associated with this. However we would require you to make available our details on your site, or in ways in which you feel suitable so that your colleagues will be aware of our service.

Once registered we will be providing your organisation with a unique registration number, whereby your colleagues can use this to receive the service at a discounted rate.

## How to register with us

In order to register with us, please supply us with the following information and we will then supply a unique reference number for your organisation

- 1) Organisations Name
- 2) Organisation Address
- 3) Contact Name for the Organisation
- 4) Contact Number
- 5) How many employees would be looking to use our service (Please provide an estimation)



Please then send the details to: [info@icslegal.com](mailto:info@icslegal.com) with subject 'Registration'. Should you need to discuss this further with us, please contact us on 0207 749 9166 and speak to A. Kadir. Our legal website is [www.icslegal.com](http://www.icslegal.com). Our corporate website is: [www.sk-associates.org](http://www.sk-associates.org)

## Frequently asked questions

Q1. Can my family and friends receive the discounted service?

A1. Yes

Q2. How can I contact your organisation for advice and support?

A2. There are many forms of contact methods; you can contact us through telephone, e-mail, on-line through our website [www.icslegal.com](http://www.icslegal.com) or an appointment with one of our advisors.

Q3. Is your firm regulated?

A3. Yes, we are regulated by the OISC. The OISC also ensures that firms who provide Immigration support have the right knowledge, tools, experience and processes in place.

Q4. What is the type of services you provide?

A4. We provide free consultation as part of your organisation subscribing to us. We also provide application checking service, application preparation and other forms of representation regarding your immigration matter. We can also support organisations to employ non EU Nationals through the form of work permits.

A summary of the services we provide:

- a) Working in the UK – Highly Skilled Migrant Worker, Post Study Work, Investors, Entrepreneurs, Work Permits and Intra Transfer Permits are some of the ways you can work in the UK.
- b) Family Visa – that includes bringing your partner, children and any dependants. Short term and long term visa can be arranged.
- c) Becoming a Licence Holder to employ non EU migrant workers, and also those who are Educational Institutions to enrol those from non EU Nationals.
- d) Indefinite Leave to Remain – those in some categories including working and family visa's can apply to be resident here indefinitely.
- e) Registration or Naturalising as a British Citizen.

Q5. Do you allocate a case worker for my case?

A5. Yes. This allows one case worker to be the main point of contact.

Q6. What systems do you have in place to ensure details are kept secure?

A6. We appreciate that our clients disclose personal information; we have systems and processes in place to ensure your data is kept secure. We have encrypted websites to physical security on-site.

Q7. How do you work if I appoint you as my legal representative?

A7. Once we have conducted an initial consultation, both the case worker and you would be in a position to understand what would be the next best course of action. Your case worker would outline all possible solutions and which ones would best suite your needs. Once you both agree, you would appoint us as your legal representative. We will present a customer care letter which outlines the level of service, the cost and your right to cancel your agreement with us. We keep you informed and updated throughout the whole process.

ICS LEGAL  
part of **sk-associates**

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