



## Public Document Pack

# Uttlesford District Council

Chief Executive: Dawn French

## SUPPLEMENTARY PACK

### Licensing and Environmental Health Committee

**Date:** Tuesday, 11th September, 2018  
**Time:** 10.00 am  
**Venue:** Committee Room - Council Offices, London Road, Saffron Walden,  
Essex CB11 4ER

**Chairman:** Councillor R Chambers  
**Members:** Councillors A Anjum, G Barker, J Davey, M Foley, A Gerard,  
T Goddard (Vice-Chair), J Gordon, E Hicks and S Morris

### ITEMS WITH SUPPLEMENTARY INFORMATION PART 1

#### Open to Public and Press

**2 Application for a review - Queen Victoria Great Dunmow 3 - 128**

To determine the review application of the premises licence in respect of Queen Victoria restaurant, Great Dunmow.



# Uttlesford District Council

Chief Executive: Dawn French

**For information about this meeting please contact Democratic Services**

Telephone: 01799 510369 or 510548

Email: [Committee@uttlesford.gov.uk](mailto:Committee@uttlesford.gov.uk)

## **General Enquiries**

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: [uconnect@uttlesford.gov.uk](mailto:uconnect@uttlesford.gov.uk)

Website: [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

**Payment Summary History Part 1 - By Date**

Employee Reference From : 1  
Employee Reference To : 9999999

Payment Period : All

Processing Date From : 06/07/2018  
Processing Date To : 05/08/2018

Process Date: 05/08/2018		Tax Week: 18		Tax Month: 4												
E'ee Ref	Employee Name	Gross Pay pre Sacrifice	Gross Pay post Sacrifice	Taxable Gross	P.A.Y.E.	Employee NIC	Employer NIC	Employee Pension	Employer Pension*	Student Loan	SSP	SMP	SPP	SAP	ShPP	Net Pay
28		950.00	950.00	950.00	0.00	29.64	34.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	920.36
45		814.32	814.32	814.32	0.00	13.32	15.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	801.00
47		678.55	678.55	678.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	678.55
51		1,017.90	1,017.90	1,017.90	6.00	37.80	43.47	12.36	10.30	0.00	0.00	0.00	0.00	0.00	0.00	961.74
57		814.32	814.32	814.32	0.00	13.32	15.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	801.00
58		1,100.00	1,100.00	1,100.00	22.20	47.88	55.06	14.33	11.94	0.00	0.00	0.00	0.00	0.00	0.00	1015.59
60		814.32	814.32	814.32	0.00	13.32	15.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	801.00
61		542.88	542.88	542.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	542.88
62		678.63	678.63	678.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	678.63
63		339.30	339.30	339.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	339.30
64		678.55	678.55	678.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	678.55
65		814.32	814.32	814.32	0.00	13.32	15.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	801.00
<b>Process Date Total</b>		<u>9,243.09</u>	<u>9,243.09</u>	<u>9,243.09</u>	<u>28.20</u>	<u>168.60</u>	<u>193.90</u>	<u>26.69</u>	<u>22.24</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9019.60</u>
<b>Report Total</b>		<u>9,243.09</u>	<u>9,243.09</u>	<u>9,243.09</u>	<u>28.20</u>	<u>168.60</u>	<u>193.90</u>	<u>26.69</u>	<u>22.24</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9019.60</u>

For salary sacrifice pension schemes this is the employer contribution including the amount sacrificed by the employee.

Ref.	Employee Name	Process Date	N.I. Number
28		05/08/2018	

Payments	Units	Rate	Amount
BASIC PAY	1.00	950.0000	950.00

Holidays: Taken: 0.00 Remaining: 0.00

Deductions	Amount
PAYE Tax	0.00
National Insurance	29.64

IG4 5HL

This Period	
Total Gross Pay	950.00
Gross for Tax	950.00
Earnings for NI	947.00
Payment Period	Monthly

Year To date	
Total Gross Pay TD	3800.00
Gross for Tax TD	3800.00
Tax paid TD	0.00
Earnings For NI TD	3788.00
National Insurance TD	118.56

**ALDBROOK LIMITED**  
 Tax Code: 1185L Dept: Tax Period: 4 Payment Method: Cash

**Net Pay** 920.36

Ref.	Employee Name	Process Date	N.I. Number
45		05/08/2018	

Payments	Units	Rate	Amount
BASIC PAY	104.00	7.8300	814.32

Holidays: Taken: 0.00 Remaining: 0.00

Deductions	Amount
PAYE Tax	0.00
National Insurance	13.32

This Period	
Total Gross Pay	814.32
Gross for Tax	814.32
Earnings for NI	811.00
Payment Period	Monthly

Year To date	
Total Gross Pay TD	3257.28
Gross for Tax TD	3257.28
Tax paid TD	0.00
Earnings For NI TD	3244.00
National Insurance TD	53.28

**ALDBROOK LIMITED**  
 Tax Code: 1185L Dept: Tax Period: 4 Payment Method: Cash

**Net Pay** 801.00

Ref.	Employee Name	Process Date	N.I. Number
47		05/08/2018	

Payments	Units	Rate	Amount	Deductions	Amount
BASIC PAY	86.66	7.8300	678.55	PAYE Tax	0.00
				National Insurance	0.00
Holidays: Taken: 0.00 Remaining: 0.00					

This Period	Year To date
Total Gross Pay 678.55	Total Gross Pay TD 2714.20
Gross for Tax 678.55	Gross for Tax TD 2714.20
Earnings for NI 675.00	Tax paid TD 0.00
	Earnings For NI TD 2700.00
Payment Period Monthly	National Insurance TD 0.00

<b>ALDBROOK LIMITED</b>	<b>Net Pay</b> 678.55
Tax Code: 1185L Dept: Tax Period: 4 Payment Method: Cash	

Ref.	Employee Name	Process Date	N.I. Number
51		05/08/2018	

Payments	Units	Rate	Amount	Deductions	Amount
BASIC PAY	130.00	7.8300	1017.90	PAYE Tax	6.00
				National Insurance	37.80
				Ee Pension	12.36
Holidays: Taken: 0.00 Remaining: 0.00					

This Period	Year To date
Total Gross Pay 1017.90	Total Gross Pay TD 4071.60
Gross for Tax 1017.90	Gross for Tax TD 4071.60
Earnings for NI 1015.00	Tax paid TD 23.60
	Earnings For NI TD 4060.00
Payment Period Monthly	National Insurance TD 151.20
Er Pension 10.30	Ee Pension TD 49.44
	Er Pension TD 41.20

<b>ALDBROOK LIMITED</b>	<b>Net Pay</b> 961.74
Tax Code: 1185L Dept: Tax Period: 4 Payment Method: Cash	

Ref.	Employee Name	Process Date	N.I. Number
57		05/08/2018	

Payments	Units	Rate	Amount
BASIC PAY	104.00	7.8300	814.32
Holidays: Taken: 0.00 Remaining: 0.00			

Deductions	Amount
PAYE Tax	0.00
National Insurance	13.32



This Period	
Total Gross Pay	814.32
Gross for Tax	814.32
Earnings for NI	811.00
Payment Period	Monthly

Year To date	
Total Gross Pay TD	3257.28
Gross for Tax TD	3257.28
Tax paid TD	0.00
Earnings For NI TD	3244.00
National Insurance TD	53.28

**ALDBROOK LIMITED**  
 Tax Code: 1185L Dept: Tax Period: 4 Payment Method: Cash

**Net Pay 801.00**

Ref.	Employee Name	Process Date	N.I. Number
58		05/08/2018	

Payments	Units	Rate	Amount
BASIC PAY	1.00	1100.0000	1100.00
Holidays: Taken: 0.00 Remaining: 0.00			

Deductions	Amount
PAYE Tax	22.20
National Insurance	47.88
Ee Pension	14.33



This Period	
Total Gross Pay	1100.00
Gross for Tax	1100.00
Earnings for NI	1099.00
Payment Period	Monthly
Er Pension	11.94

Year To date	
Total Gross Pay TD	4400.00
Gross for Tax TD	4400.00
Tax paid TD	89.20
Earnings For NI TD	4396.00
National Insurance TD	191.52
Ee Pension TD	57.32
Er Pension TD	47.76

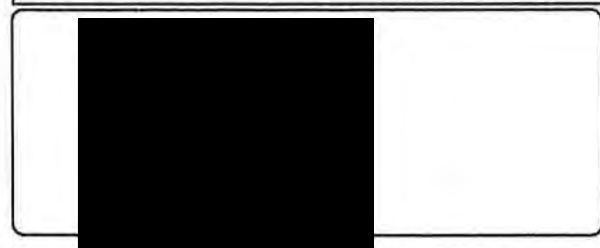
**ALDBROOK LIMITED**  
 Tax Code: 1185L Dept: Tax Period: 4 Payment Method: Cash

**Net Pay 1015.59**

Ref.	Employee Name	Process Date	N.I. Number
60		05/08/2018	

Payments	Units	Rate	Amount
BASIC PAY	104.00	7.8300	814.32
Holidays: Taken: 0.00 Remaining: 0.00			

Deductions	Amount
PAYE Tax	0.00
National Insurance	13.32



This Period	
Total Gross Pay	814.32
Gross for Tax	814.32
Earnings for NI	811.00
Payment Period	Monthly

Year To date	
Total Gross Pay TD	3257.28
Gross for Tax TD	3257.28
Tax paid TD	0.00
Earnings For NI TD	3244.00
National Insurance TD	53.28

<b>ALDBROOK LIMITED</b>
Tax Code: 1185L Dept: Tax Period: 4 Payment Method: Cash

<b>Net Pay</b>	801.00
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Ref.	Employee Name	Process Date	N.I. Number
61		05/08/2018	

Payments	Units	Rate	Amount
BASIC PAY	69.33	7.8300	542.88
Holidays: Taken: 0.00 Remaining: 0.00			

Deductions	Amount
PAYE Tax	0.00
National Insurance	0.00



This Period	
Total Gross Pay	542.88
Gross for Tax	542.88
Earnings for NI	539.00
Payment Period	Monthly

Year To date	
Total Gross Pay TD	2171.52
Gross for Tax TD	2171.52
Tax paid TD	0.00
Earnings For NI TD	2156.00
National Insurance TD	0.00

<b>ALDBROOK LIMITED</b>
Tax Code: 1185L Dept: Tax Period: 4 Payment Method: Cash

<b>Net Pay</b>	542.88
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Ref.	Employee Name	Process Date	N.I. Number
62		05/08/2018	

Payments	Units	Rate	Amount
BASIC PAY	86.67	7.8300	678.63
Holidays: Taken: 0.00 Remaining: 0.00			

Deductions	Amount
PAYE Tax	0.00
National Insurance	0.00



This Period	
Total Gross Pay	678.63
Gross for Tax	678.63
Earnings for NI	675.00
Payment Period	Monthly

Year To date	
Total Gross Pay TD	2714.52
Gross for Tax TD	2714.52
Tax paid TD	0.00
Earnings For NI TD	2700.00
National Insurance TD	0.00

<b>ALDBROOK LIMITED</b>
Tax Code: 1185L Dept: Tax Period: 4 Payment Method: Cash

<b>Net Pay</b>	678.63
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Ref.	Employee Name	Process Date	N.I. Number
63		05/08/2018	

Payments	Units	Rate	Amount
BASIC PAY	43.33	7.8300	339.30
Holidays: Taken: 0.00 Remaining: 0.00			

Deductions	Amount
PAYE Tax	0.00
National Insurance	0.00



This Period	
Total Gross Pay	339.30
Gross for Tax	339.30
Earnings for NI	0.00
Payment Period	Monthly

Year To date	
Total Gross Pay TD	1357.20
Gross for Tax TD	1357.20
Tax paid TD	0.00
Earnings For NI TD	0.00
National Insurance TD	0.00

<b>ALDBROOK LIMITED</b>
Tax Code: 1185L Dept: Tax Period: 4 Payment Method: Cash

<b>Net Pay</b>	339.30
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Ref.	Employee Name	Process Date	N.I. Number
64		05/08/2018	

Payments				Deductions	
	Units	Rate	Amount		Amount
BASIC PAY	86.66	7.8300	678.55	PAYE Tax	0.00
				National Insurance	0.00
Holidays: Taken: 0.00 Remaining: 0.00					

		This Period	Year To date
		Total Gross Pay	678.55
		Gross for Tax	678.55
		Earnings for NI	675.00
		Payment Period	Monthly
		Total Gross Pay TD	2714.20
		Gross for Tax TD	2714.20
		Tax paid TD	0.00
		Earnings For NI TD	2700.00
		National Insurance TD	0.00

<b>ALDBROOK LIMITED</b>				<b>Net Pay</b>	678.55
Tax Code: 1185L	Dept:	Tax Period: 4	Payment Method: BACS		

Ref.	Employee Name	Process Date	N.I. Number
65		05/08/2018	

Payments				Deductions	
	Units	Rate	Amount		Amount
BASIC PAY	104.00	7.8300	814.32	PAYE Tax	0.00
				National Insurance	13.32
Holidays: Taken: 0.00 Remaining: 0.00					

		This Period	Year To date
		Total Gross Pay	814.32
		Gross for Tax	814.32
		Earnings for NI	811.00
		Payment Period	Monthly
		Total Gross Pay TD	814.32
		Gross for Tax TD	814.32
		Tax paid TD	0.00
		Earnings For NI TD	811.00
		National Insurance TD	13.32

<b>ALDBROOK LIMITED</b>				<b>Net Pay</b>	801.00
Tax Code: 1185L	Dept:	Tax Period: 4	Payment Method: Cash		

Ref.	Employee Name	Process Date	N.I. Number
66		05/08/2018	

Payments	Units	Rate	Amount	Deductions	Amount
BASIC PAY	104.00	7.8300	814.32	PAYE Tax	0.00
				National Insurance	13.32
Holidays: Taken: 0.00 Remaining: 0.00					



This Period	
Total Gross Pay	814.32
Gross for Tax	814.32
Earnings for NI	811.00
Payment Period	Monthly

Year To date	
Total Gross Pay TD	814.32
Gross for Tax TD	814.32
Tax paid TD	0.00
Earnings For NI TD	811.00
National Insurance TD	13.32

**ALDBROOK LIMITED**  
 Tax Code: 1185L    Dept:    Tax Period: 4    Payment Method: Cash

**Net Pay**    801.00

Printed copy of submitted VAT return for your records.

THIS IS FOR YOUR RECORDS ONLY.

DO NOT SEND THIS TO HM Revenue and Customs.

ALDBROOK LTD

**Registration Number:** 142591811

**Period:** 07 16

**For the Period:** 01 May 2016 to

31 Jul 2016

79 STORTFORD ROAD  
GREAT DUNMOW  
ESSEX

**Return due date if paid electronically:** 07 Sep 2016

CM6 1DL

1	VAT due in this period on sales and other outputs	GBP22,786.02
2	VAT due in this period on acquisitions from other EC Member States	GBP0.00
<b>3</b>	<b>Total VAT due (the sum of boxes 1 and 2)</b>	<b>GBP22,786.02</b>
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	GBP7,505.87
<b>5</b>	<b>Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)</b>	<b>GBP15,280.15</b>
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	GBP113,930.00
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	GBP58,671.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	GBP0.00
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC Member States	GBP0.00

**DECLARATION:** I confirm the data shown above is correct and wish to submit my electronic VAT declaration to HMRC.

Ⓢ

RETURN SUCCESSFULLY SUBMITTED 07/09/2016 18:59:31

SUBMISSION RECEIPT REFERENCE:

BEG7ARNKS5XJLY37J4EVV3BO5ORR5NV4

Printed copy of submitted VAT return for your records.

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ALDBROOK LTD

**Registration Number:**

142591811

**Period:**

10 16

**For the Period:**

01 Aug 2016 to

31 Oct 2016

79 STORTFORD ROAD

GREAT DUNMOW

ESSEX

**Return due date if paid electronically:**

07 Dec 2016

CM6 1DL

1	VAT due in this period on sales and other outputs	GBP25,577.06
2	VAT due in this period on acquisitions from other EC Member States	GBP0.00
<b>3</b>	<b>Total VAT due (the sum of boxes 1 and 2)</b>	<b>GBP25,577.06</b>
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	GBP8,320.98
<b>5</b>	<b>Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)</b>	<b>GBP17,256.08</b>
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	GBP127,885.00
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	GBP66,650.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	GBP0.00
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC Member States	GBP0.00

**DECLARATION:**

I confirm the data shown above is correct and wish to submit my electronic VAT declaration to HMRC.

RETURN SUCCESSFULLY SUBMITTED

07/12/2016 19:00:16

SUBMISSION RECEIPT REFERENCE:

F2HJEFLLYDHXEGEO2PKORKWNSWOX57RG

Date: 07/03/2017  
Time: 18:23:53

**ALDBROOK LTD T/A JALSA GHAR**  
**VAT Return**

Page: 1

Date From: 01/11/2016  
Date To: 31/01/2017

Inc Current Reconciled: No  
Inc Earlier Unreconciled: Yes

**Transaction Number Analysis**

Number of reconciled transactions included	0
Number of unreconciled transactions included (within date range)	116
Number of unreconciled transactions included (prior to date range)	70
Total number of transactions included	186

1	VAT due in this period on sales	1	23,193.54
2	VAT due in this period on EC acquisitions	2	0.00
3	Total VAT due (sum of boxes 1 and 2)	3	23,193.54
4	VAT reclaimed in this period on purchases	4	9,161.58
5	Net VAT to be paid to Customs or reclaimed by	5	14,031.96
6	Total value of sales, excluding VAT	6	116,083.73
7	Total value of purchases, excluding VAT	7	74,312.27
8	Total value of EC sales, excluding VAT	8	0.00
9	Total value of EC purchases, excluding VAT	9	0.00

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ALDBROOK LTD	<b>Registration Number:</b>	142591811
	<b>Period:</b>	04 17
	<b>For the Period:</b>	01 Feb 2017 <b>to</b> 30 Apr 2017
79 STORTFORD ROAD	<b>Return due date if paid electronically:</b>	07 Jun 2017
GREAT DUNMOW		
ESSEX		

CM6 1DL

1	VAT due in this period on sales and other outputs	GBP24,848.39
2	VAT due in this period on acquisitions from other EC Member States	GBP0.00
<b>3</b>	<b>Total VAT due (the sum of boxes 1 and 2)</b>	<b>GBP24,848.39</b>
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	GBP9,271.05
<b>5</b>	<b>Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)</b>	<b>GBP15,577.34</b>
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	GBP124,241.00
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	GBP62,599.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	GBP0.00
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC Member States	GBP0.00
		GBP0.00

**DECLARATION:** I confirm the data shown above is correct and wish to submit my electronic VAT declaration to HMRC.

Ⓢ

RETURN SUCCESSFULLY SUBMITTED 07/06/2017 18:41:33

SUBMISSION RECEIPT REFERENCE:

HZ5RDDCHDSK4U5ZR3YMOX3U4UVKXRF4Q

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ALDBROOK LTD	<b>Registration Number:</b>	142591811
	<b>Period:</b>	07 17
	<b>For the Period:</b>	01 May 2017 to 31 Jul 2017
79 STORTFORD ROAD GREAT DUNMOW ESSEX	<b>Return due date if paid electronically:</b>	07 Sep 2017

CM6 1DL

1	VAT due in this period on sales and other outputs	GBP24,274.88
2	VAT due in this period on acquisitions from other EC Member States	GBP0.00
<b>3</b>	<b>Total VAT due (the sum of boxes 1 and 2)</b>	<b>GBP24,274.88</b>
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	GBP8,072.33
<b>5</b>	<b>Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)</b>	<b>GBP16,202.55</b>
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	GBP121,374.00
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	GBP71,099.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	GBP0.00
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC Member States	GBP0.00
		GBP0.00

**DECLARATION:** I confirm the data shown above is correct and wish to submit  
my electronic VAT declaration to HMRC.

Ⓢ

RETURN SUCCESSFULLY SUBMITTED 07/09/2017 14:21:31

SUBMISSION RECEIPT REFERENCE:

HQWGLFKKOIM2JF5ZQGEP2RBBNTVHU3PB

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ALDBROOK LTD	<b>Registration Number:</b>	142591811
	<b>Period:</b>	10 17
	<b>For the Period:</b>	01 Aug 2017 to 31 Oct 2017
79 STORTFORD ROAD GREAT DUNMOW ESSEX	<b>Return due date if paid electronically:</b>	07 Dec 2017

CM6 1DL

1	VAT due in this period on sales and other outputs	GBP26,006.93
2	VAT due in this period on acquisitions from other EC Member States	GBP0.00
<b>3</b>	<b>Total VAT due (the sum of boxes 1 and 2)</b>	<b>GBP26,006.93</b>
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	GBP9,439.37
<b>5</b>	<b>Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)</b>	<b>GBP16,567.56</b>
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	GBP130,034.00
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	GBP68,290.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	GBP0.00
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC Member States	GBP0.00
		GBP0.00

**DECLARATION:** I confirm the data shown above is correct and wish to submit my electronic VAT declaration to HMRC.

Ⓢ

RETURN SUCCESSFULLY SUBMITTED 07/12/2017 17:59:50

SUBMISSION RECEIPT REFERENCE:  
3W47BIUFNF7KKUMRQ2RXNJGMI6FPCEO5



Printed copy of submitted VAT return for your records.

THIS IS FOR YOUR RECORDS ONLY.

DO NOT SEND THIS TO HM Revenue and Customs.

ALDBROOK LTD	<b>Registration Number:</b>	142591811
	<b>Period:</b>	01 18
	<b>For the Period:</b>	01 Nov 2017 <b>to</b> 31 Jan 2018
79 STORTFORD ROAD GREAT DUNMOW ESSEX	<b>Return due date if paid electronically:</b>	07 Mar 2018

CM6 1DL

1	VAT due in this period on sales and other outputs	GBP26,672.28
2	VAT due in this period on acquisitions from other EC Member States	GBP0.00
<b>3</b>	<b>Total VAT due (the sum of boxes 1 and 2)</b>	<b>GBP26,672.28</b>
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	GBP7,299.33
<b>5</b>	<b>Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)</b>	<b>GBP19,372.95</b>
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	GBP133,361.00
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	GBP64,880.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	GBP0.00
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC Member States	GBP0.00
	Balancing amount:	GBP0.00

**DECLARATION:** I confirm the data shown above is correct and wish to submit my electronic VAT declaration to HMRC.

Ⓢ

RETURN SUCCESSFULLY SUBMITTED 07/03/2018 18:54:33

SUBMISSION RECEIPT REFERENCE:

UVUUV4BJQSR2OL7MNCKEITT64FXBD7XB

Printed copy of submitted VAT return for your records.

THIS IS FOR YOUR RECORDS ONLY.

DO NOT SEND THIS TO HM Revenue and Customs.

ALDBROOK LTD	<b>Registration Number:</b>	142591811
	<b>Period:</b>	04 18
	<b>For the Period:</b>	01 Feb 2018 to 30 Apr 2018
79 STORTFORD ROAD GREAT DUNMOW ESSEX	<b>Return due date if paid electronically:</b>	07 Jun 2018

CM6 1DL

1	VAT due in this period on sales and other outputs	GBP28,075.16
2	VAT due in this period on acquisitions from other EC Member States	GBP0.00
<b>3</b>	<b>Total VAT due (the sum of boxes 1 and 2)</b>	<b>GBP28,075.16</b>
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	GBP9,808.11
<b>5</b>	<b>Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)</b>	<b>GBP18,267.05</b>
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	GBP140,375.00
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	GBP69,911.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	GBP0.00
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC Member States	GBP0.00
	Balancing amount:	GBP0.00

**DECLARATION:** I confirm the data shown above is correct and wish to submit  
Ⓞ my electronic VAT declaration to HMRC.

RETURN SUCCESSFULLY SUBMITTED 07/06/2018 18:38:12  
SUBMISSION RECEIPT REFERENCE:  
MPGVIRIJZVPYCMKBA4TKTRPQYSNLP4RU

Printed copy of submitted VAT return for your records.

THIS IS FOR YOUR RECORDS ONLY.

DO NOT SEND THIS TO HM Revenue and Customs.

ALDBROOK LTD	<b>Registration Number:</b>	142591811
	<b>Period:</b>	07 18
	<b>For the Period:</b>	01 May 2018 <b>to</b> 31 Jul 2018
79 STORTFORD ROAD GREAT DUNMOW ESSEX	<b>Return due date if paid electronically:</b>	07 Sep 2018

CM6 1DL

1	VAT due in this period on sales and other outputs	GBP26,244.29
2	VAT due in this period on acquisitions from other EC Member States	GBP0.00
<b>3</b>	<b>Total VAT due (the sum of boxes 1 and 2)</b>	<b>GBP26,244.29</b>
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	GBP8,806.46
<b>5</b>	<b>Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)</b>	<b>GBP17,437.83</b>
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	GBP131,221.00
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	GBP70,237.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	GBP0.00
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC Member States	GBP0.00
	Balancing amount:	GBP0.00

**DECLARATION:** I confirm the data shown above is correct and wish to submit  
Ⓞ my electronic VAT declaration to HMRC.

RETURN SUCCESSFULLY SUBMITTED 16/08/2018 18:02:38  
SUBMISSION RECEIPT REFERENCE:  
LJZGQLBK7PLMGHK3NKQB4USGH5HRR7PE



# Right to Work Checklist

Name of person:	[REDACTED]
Date of check:	06/08/2018
Type of check:	Initial check before employment <input type="checkbox"/> Follow-up check on an employee <input checked="" type="checkbox"/>

### Step 1 Obtain

You must obtain original documents from either List A or List B of acceptable documents.

#### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

#### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

#### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must **check** that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for <b>students</b> who have limited permission to work during term-times, you <b>must</b> also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- All other documents:** the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A**  You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1**  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2**  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

NOVEMBER 2024

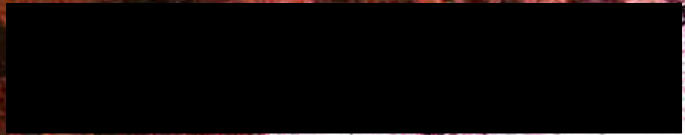
DOMINION OF GREAT BRITAIN AND NORTHERN IRELAND



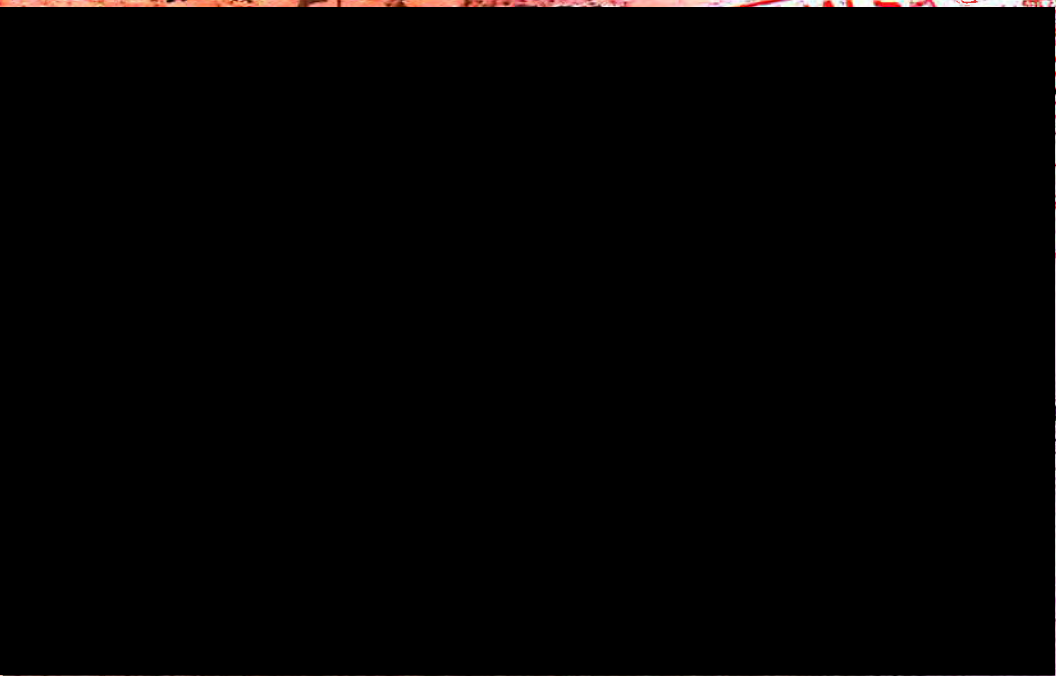
PASSEPORT

Type/Type

P

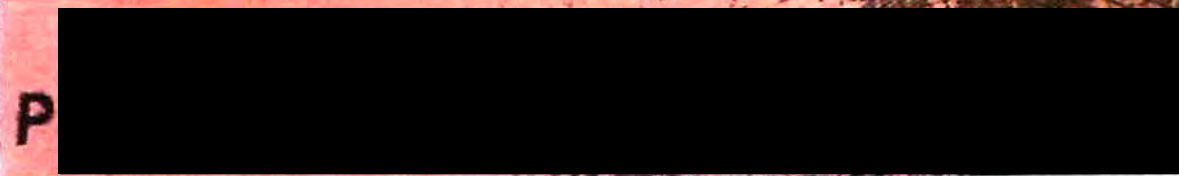


Surname/Nom (1)



Signature (10)

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P

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT dated this 6<sup>th</sup> day of FEB,  
20 17

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -

  
(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

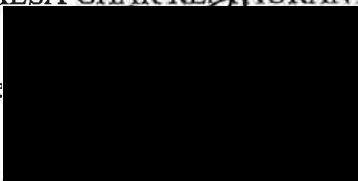
**Particulars of Employment**

- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this  
6th day of FEB, 2017

**EMPLOYER:**

JALSA GHAR RESTAURANT

Pe  (SEAL)

**EMPLOYEE:**

MR 



EU CARD



Home Office

# Right to Work Checklist



Name of person:	
Date of check:	10/01/2007
Type of check:	Initial check before employment <input checked="" type="checkbox"/> Follow-up check on an employee <input type="checkbox"/>

## Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must **check** that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- All other documents:** the document in full, both sides of a Biometric Residence Permit.

You must also record and retain the date on which the check was made.

### Know the type of excuse you have

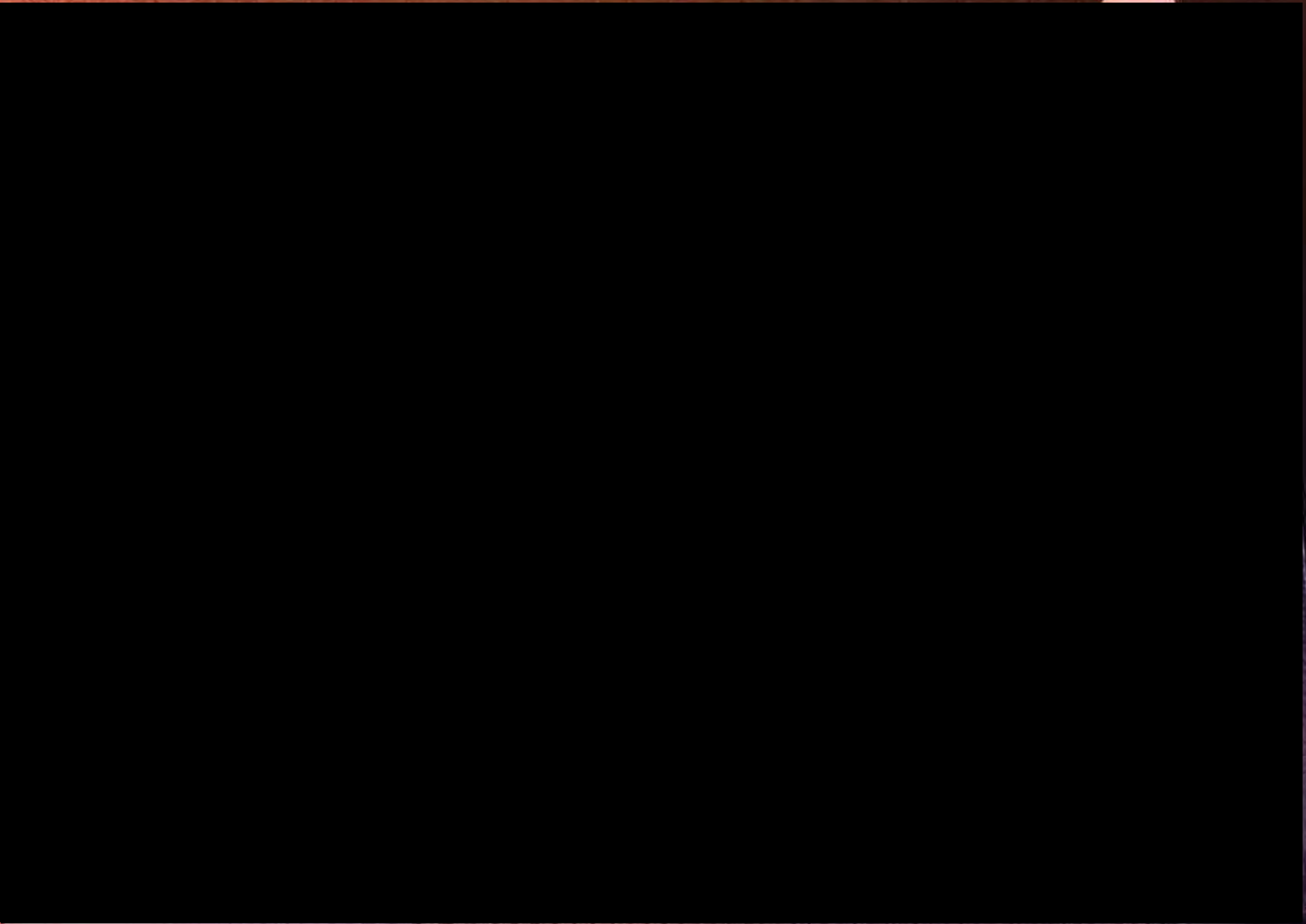
If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A  You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

JULY 2021



**EMPLOYMENT CONTRACT**

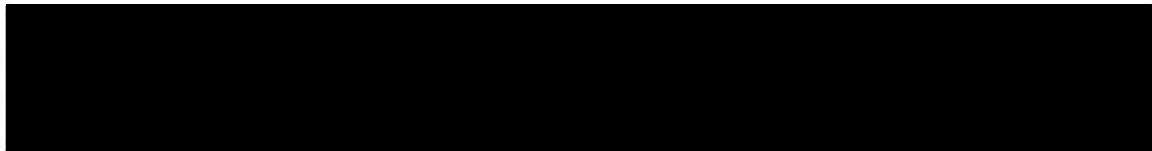
THIS EMPLOYMENT CONTRACT dated this 16<sup>th</sup> day of JULY  
20 18

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

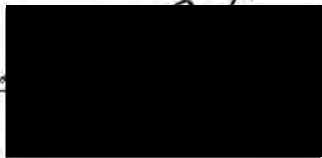
of them has made any representations with respect to the subject matter of this Agreement except such representations as are specifically set forth in this Agreement.

IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this

16<sup>th</sup> day of July, 2018

**EMPLOYER:**

JALSA GHAR RESTAURANT

Per:  (SEAL)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM8 1DL

**EMPLOYEE:**


(ESPAÑA) Passport



Home Office

# Right to Work Checklist

Name of person:	[Redacted]
Date of check:	[Redacted]
Type of check:	Initial check before employment <input type="checkbox"/> Follow-up check on an employee <input checked="" type="checkbox"/>

## Step 1 Obtain

You must obtain original documents from either List A or List B of acceptable documents.

EU ESPAÑA

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

ALSO CHECKED BY  
 DATE: 2/8/18

### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must **check** that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)? <b>2023</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for <b>students</b> who have limited permission to work during term-times, you <b>must</b> also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- All other documents:** the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A  You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

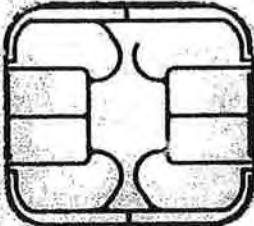
Date follow-up check required:

**JUNE 2023**

JALSA GHAR  
CHECKED BY  
6/9/18  
DATE:  
DATE:



ESPAÑA

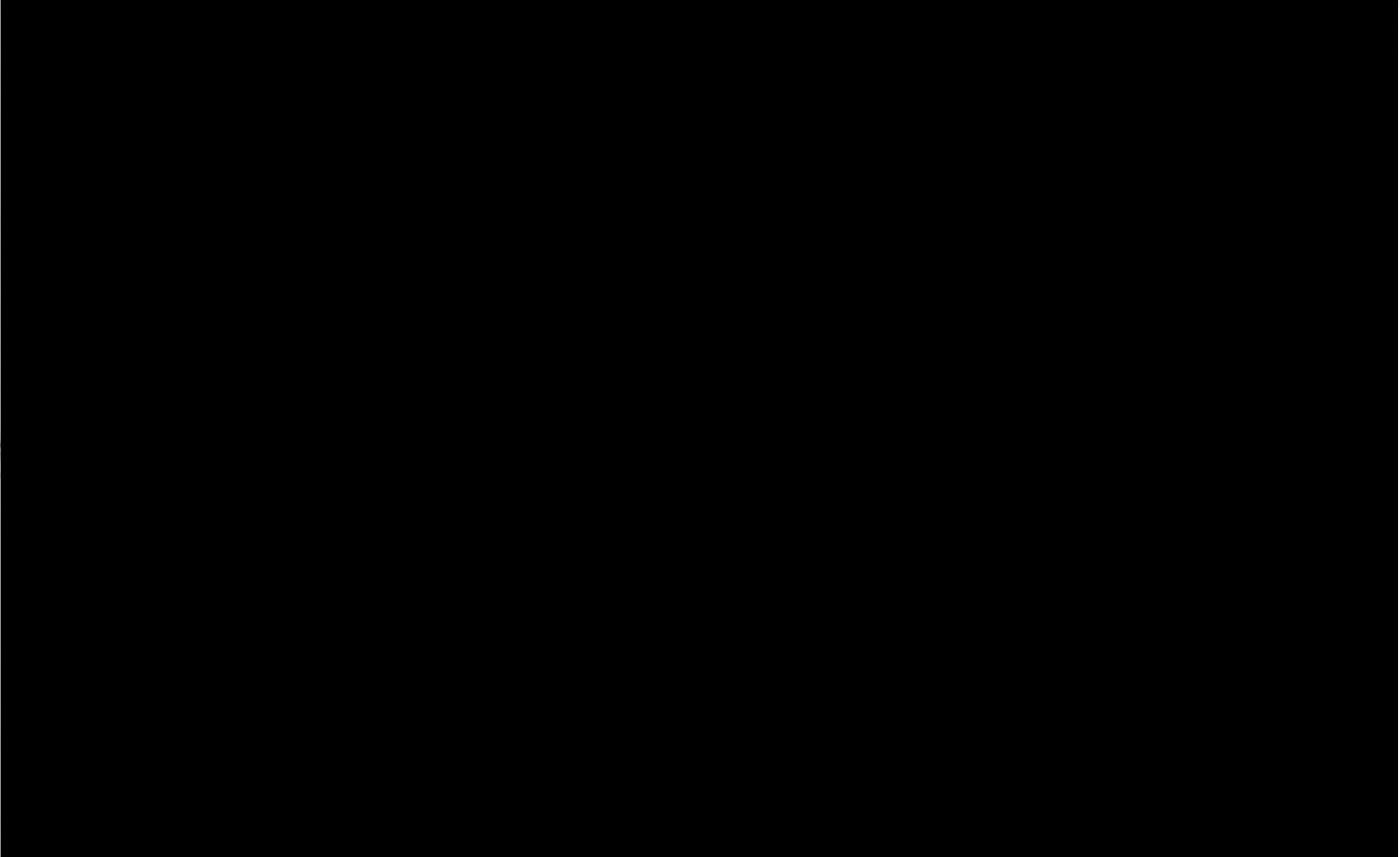



DBB





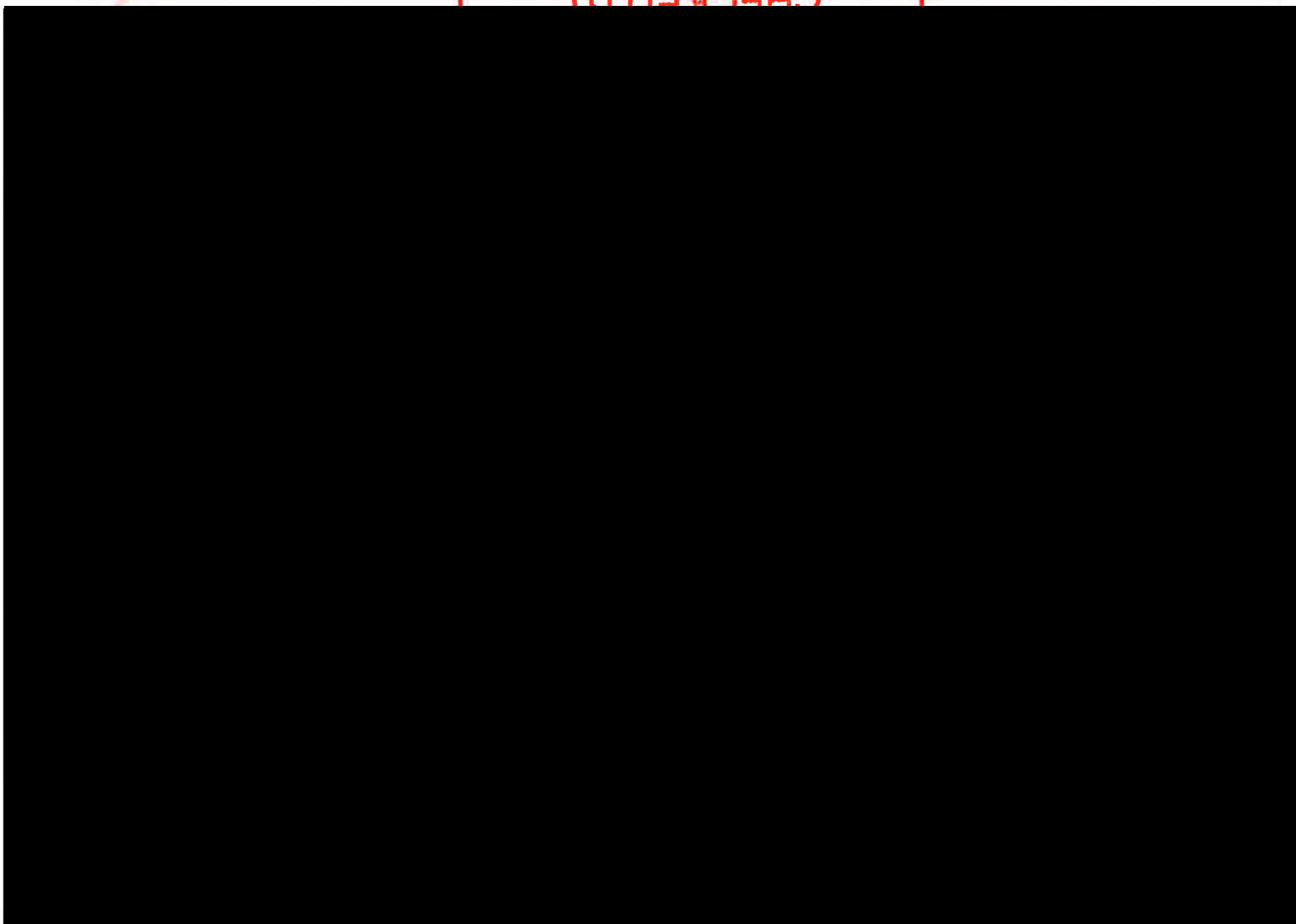
DATE: 6/8/18



JALSA GHAR  
CHECKED BY  
  
DATE: 6/8/18



DATE: 6/8/18  
CHECKED BY: *[Signature]*





**EMPLOYMENT CONTRACT**

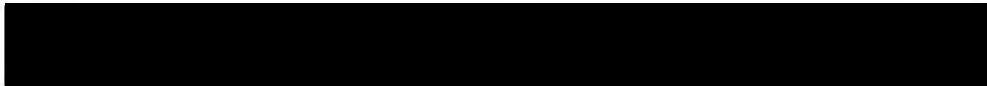
THIS EMPLOYMENT CONTRACT dated this 21<sup>st</sup> day of JUNE,  
2016

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

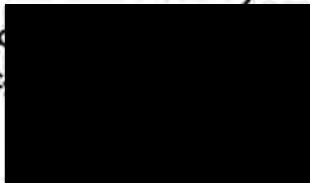
- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this

21<sup>st</sup> day of JUNE, 20 16

**EMPLOYER:**

JALSA GHAR RESTAURANT

Per:  (SEAL)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM6 1DL

**EMPLOYEE:**





Home Office

DATE:

JALSA GHAN  
CHECKED BY

*Zia*  
6/9/18

# Right to Work Checklist

Name of person:	[REDACTED]
Date of check:	07/07/2018
Type of check:	Initial check before employment <input type="checkbox"/> Follow-up check on an employee <input checked="" type="checkbox"/>

## Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- All other documents:** the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A  You have a **continuous statutory excuse** for the full duration of the person's employment with you. You are not required to carry out any repeat right to work checks on this person.
- List B: Group 1  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

2021

MARCH



EMPLOYMENT CONTRACT

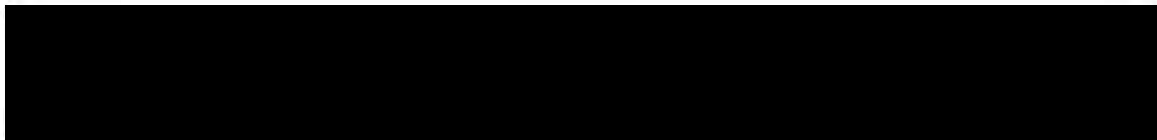
THIS EMPLOYMENT CONTRACT dated this 2nd day of NOVEMBER  
20 15

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this

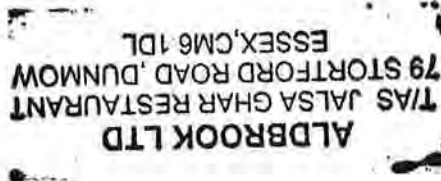
2nd day of NOVEMBER, 2015

**EMPLOYER:**

JALSA GHAR RESTAURANT



(SEAL)



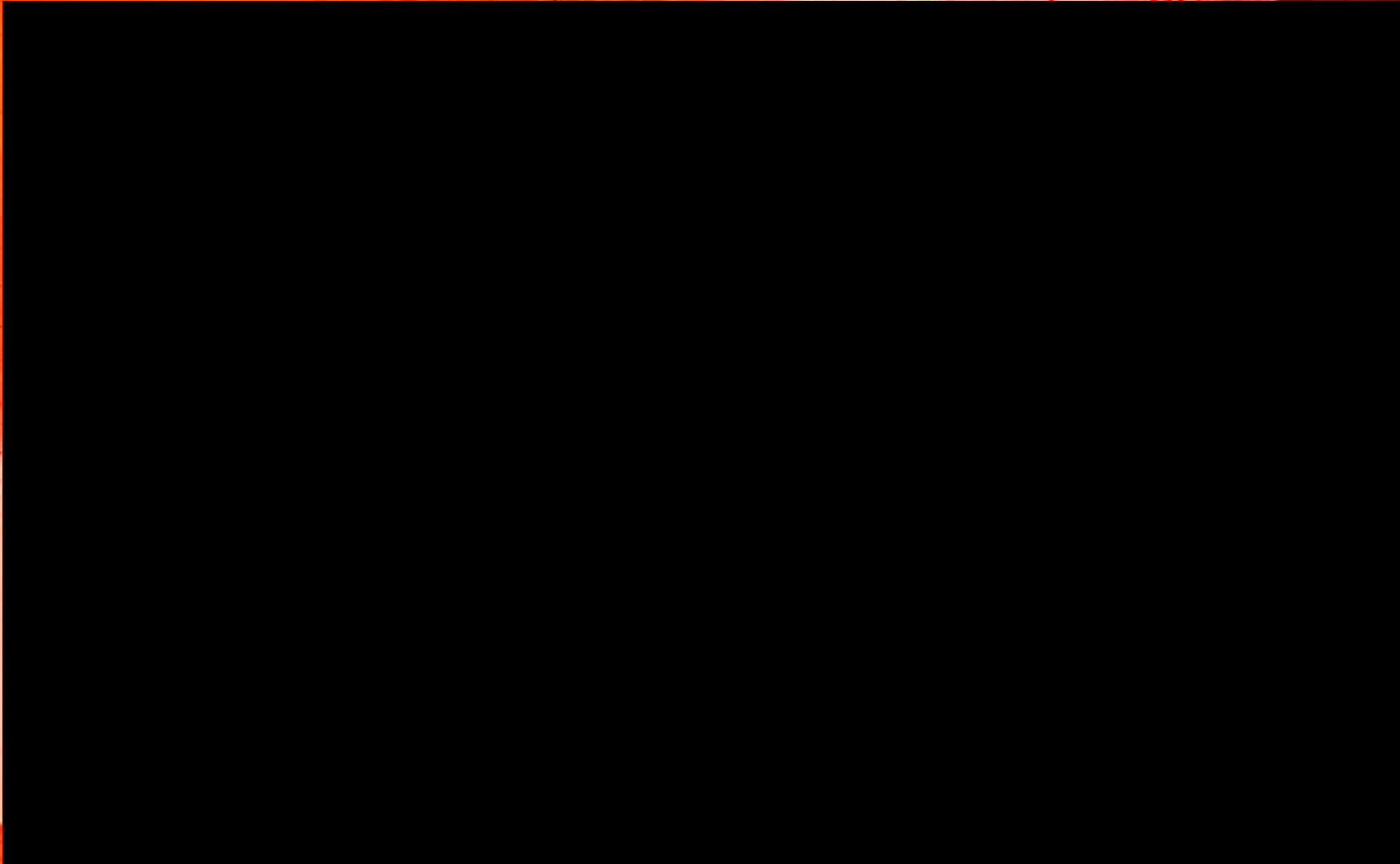
**EMPLOYEE:**



JALSA GHAR

JALSA GHAN  
CHECKED BY

8



DATE AND PLACE OF BIRTH

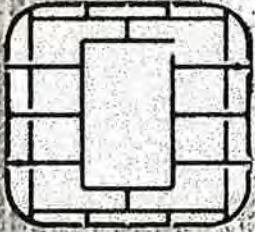
15-01-1988

SUN

SEX

M

REMARK



JALSA GHAR  
CHECKED BY

*[Signature]*

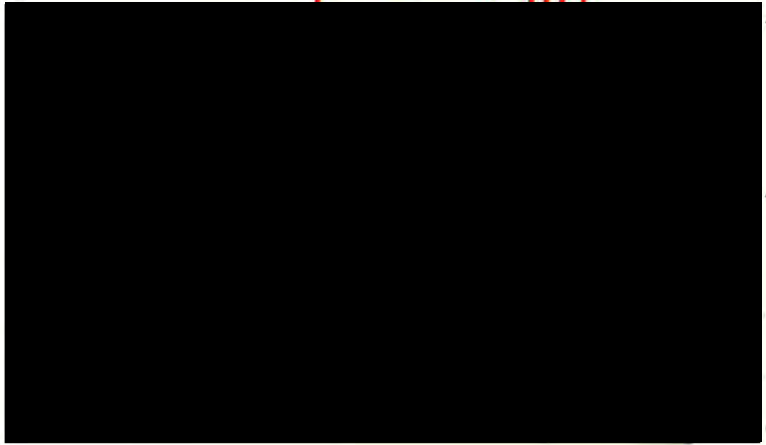
DATE:

6/8/18

31-12-2024



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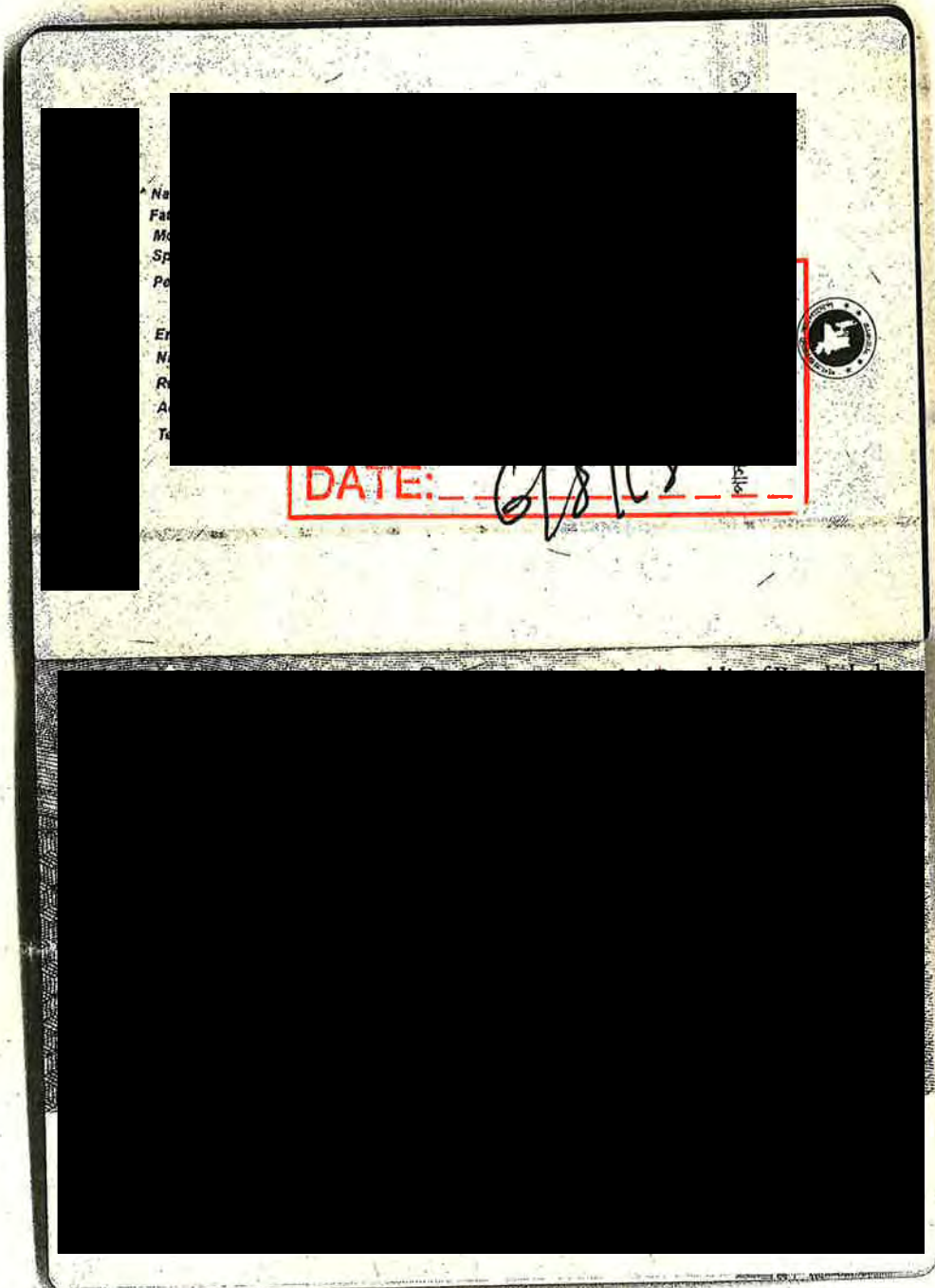
JALSA GHA  
CHECKED BY

*[Handwritten signature]*

DATE: 6/8



THIS IS NOT PROOF OF IDENTITY





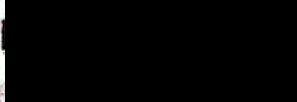
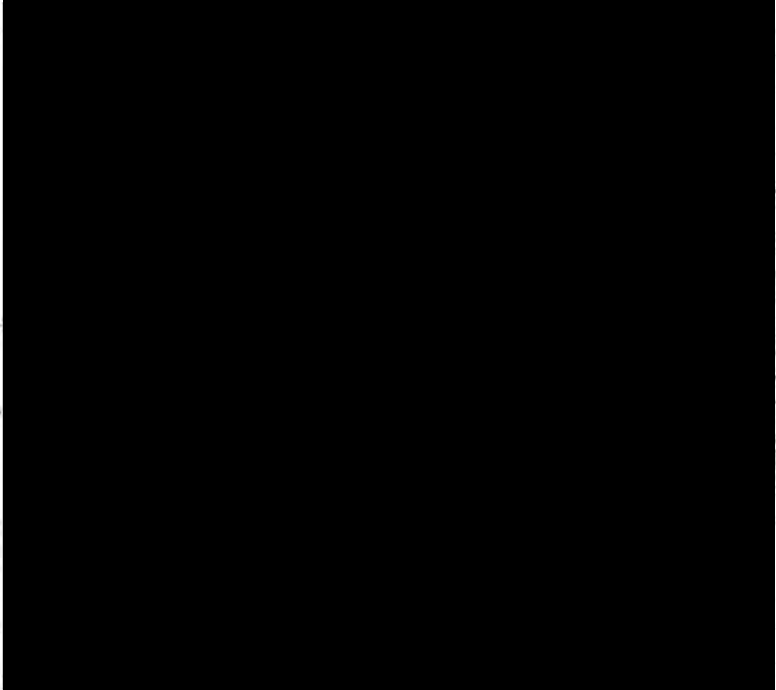
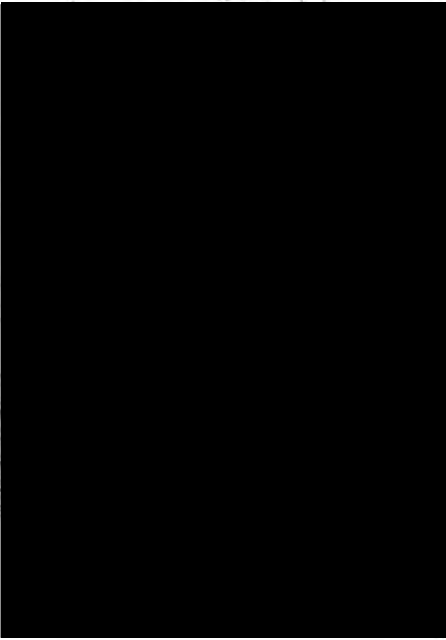
**RESIDENCE PERMIT**

**JALSA GHAR  
CHECKED BY**



**DATE:**

6/8/18



HOLDER'S SIGNATURE



Home Office

JALSA GHAR  
CHECKED BY

20A

# Right to Work Checklist

Name of person: [REDACTED]

Date of check: [REDACTED]

Type of check:

Initial check before employment

Follow-up check on an employee

## Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must **check** that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> <span style="border: 1px solid black; padding: 2px;">2026</span>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
  - All other documents:** the document in full, both sides of a Biometric Residence Permit.
- You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A  You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

OCTOBER 2026

**EMPLOYMENT CONTRACT**

THIS EMPLOYMENT CONTRACT dated this 4th day of MAY  
2018

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

AND



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

JALSA GHAR RESTAURANT

Per [REDACTED] (L)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM8 1DL

**EMPLOYEE:**

[REDACTED]



JALSA GHAR  
CHECKED BY  
E: 6/8/18

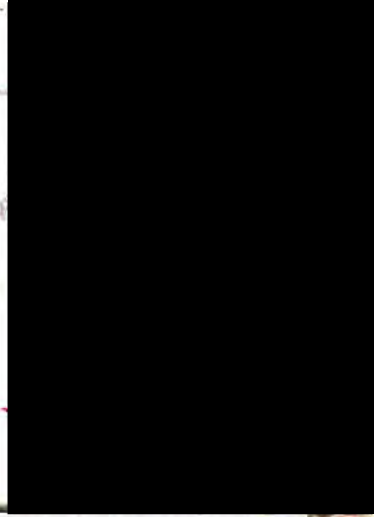
JALSA GHAR  
CHECKED BY  
*[Signature]*  
E: 6/8/18



THIS PAGE IS RESERVED FOR OFFICIAL OBSERVATIONS  
CETTE PAGE EST RESERVEE AUX OBSERVATIONS OFFICIELLES (11)



\*\*\*\*\*  
THERE ARE NO OFFICIAL OBSERVATIONS\*  
\*\*\*\*\*



UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND



DATE: 6/8/18  
JALSA GHAR  
CHECKED BY  
*[Signature]*





Home Office

JALSA GHAR  
CHECKED BY  
*MS*

# Right to Work Checklist

Name of person: [REDACTED]

Date of check: [REDACTED]

Type of check: [REDACTED]

Follow-up check on an employee

## Step 1 Obtain

- You must **obtain original documents** from either **List A** or **List B** of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months old together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

You must **check** that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)? <i>Dec-24</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for <b>students</b> who have limited permission to work during term-times, you <b>must</b> also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- All other documents:** the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A**  You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1**  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2**  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

*DECEMBER*

JALSA GHAR  
CHECKED BY

*[Signature]*

DATE: 6/8/18

THIS PAGE IS RESERVED FOR OFFICIAL OBSERVATIONS  
CETTE PAGE EST RESERVEE AUX OBSERVATIONS OFFICIELLES (11)

THERE ARE NO OFFICIAL OBSERVATIONS

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND



EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT dated this 10<sup>th</sup> day of JUNE  
20 15

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this

10th day of JUNE, 2015

**EMPLOYER:**

JALSA GHAR RESTAURANT

 (SEAL)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM6 1DL

**EMPLOYEE:**





Home Office

JALSA GHAR  
CHECKED BY

Zin

# Right to Work Checklist

Name of person:	[Redacted]
Date of check:	[Redacted]
Type of check:	Initial check before employment <input type="checkbox"/> Follow-up check on an employee <input checked="" type="checkbox"/>

## Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> <b>2023</b>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
  - All other documents:** the document in full, both sides of a Biometric Residence Permit.
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### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A  You have a **continuous statutory excuse** for the full duration of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
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- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

~~November 2023~~  
Page 637

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT dated this 6<sup>th</sup> June day of \_\_\_\_\_,  
20 2016 .

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.



IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this

6<sup>th</sup> day of JUNE, 2016

**EMPLOYER:**

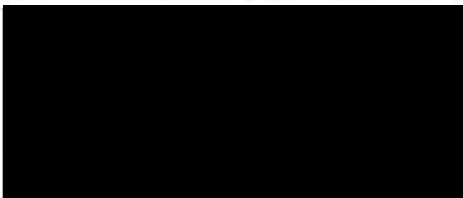
JALSA GHAR RESTAURANT



(SEAL)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM6 1DL

**EMPLOYEE:**



পাসপোর্ট  
PASSPORT

গণপ্রজাতন্ত্রী বাংলাদেশ People's Republic of Bangladesh

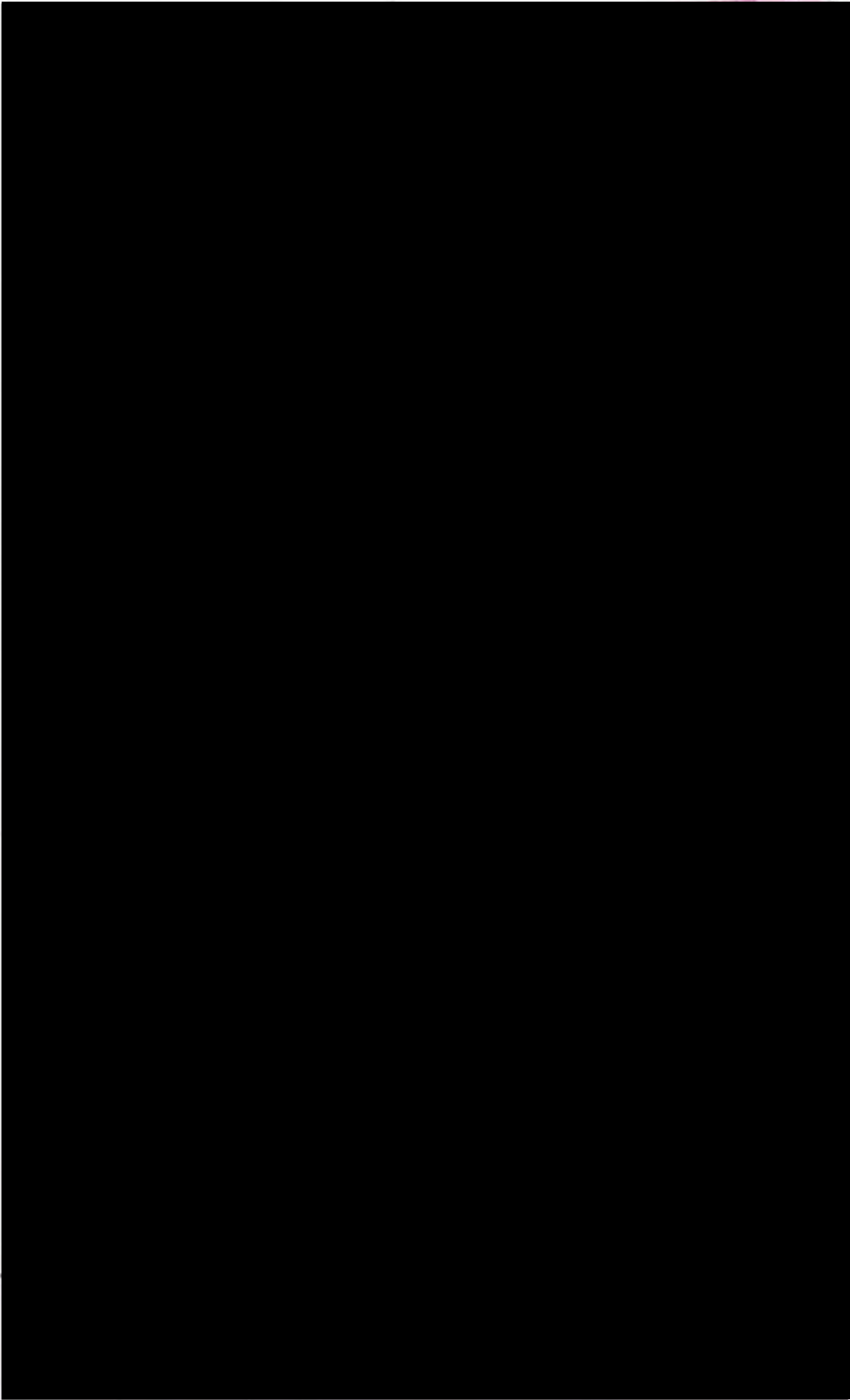
পাসপোর্ট নং / Passport No. BA0159561

Passport No.

Authority

<<<<<<<<  
<<<<<<06





CHECKED BY  
6/8/18



Home Office

JALON  
CHECKED BY

*[Handwritten signature]*

# Right to Work Checklist

DATE: [REDACTED]

Name of person:	<span style="background-color: black; color: black;">[REDACTED]</span>
Date of check:	<span style="background-color: black; color: black;">[REDACTED]</span>
Type of check:	Initial check before employment <input type="checkbox"/> Follow-up check on an employee <input checked="" type="checkbox"/>

## Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
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- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> <span style="margin-left: 20px;">2022</span>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

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- All other documents:** the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

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- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

MAY 2022

**EMPLOYMENT CONTRACT**

THIS EMPLOYMENT CONTRACT dated this

17<sup>th</sup>

day of

December

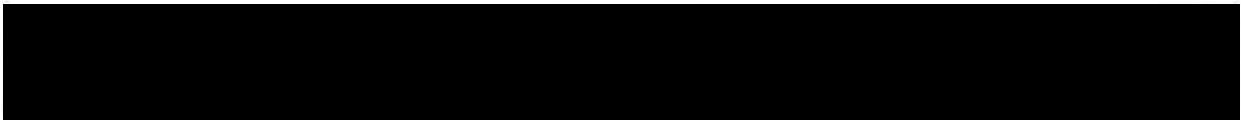
2017

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

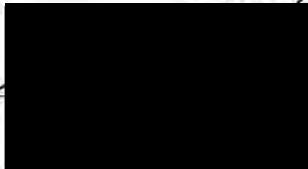
**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

JALSA GHAR RESTAURANT

Per:



(SEAL)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM6 1DL

**EMPLOYEE:**





JALSA GHAR  
CHECKED BY  
DATE: 6/8/2018





Home Office

JALSA GHAR  
CHECKED BY

*WJ*

# Right to Work Checklist

Name of person:	[REDACTED]
Date of check:	[REDACTED]
Type of check:	[REDACTED]

## Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
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- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
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### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
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### Step 2 Check

- You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)? <span style="margin-left: 20px;">(2025)</span>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

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Date follow-up check required:

MARCH 2025

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT dated this 3<sup>rd</sup> OCTOBER day of \_\_\_\_\_, 2016

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

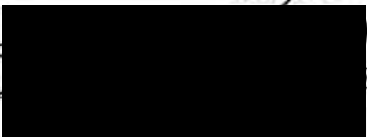
- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this

3rd day of OCTOBER, 2016

EMPLOYER:

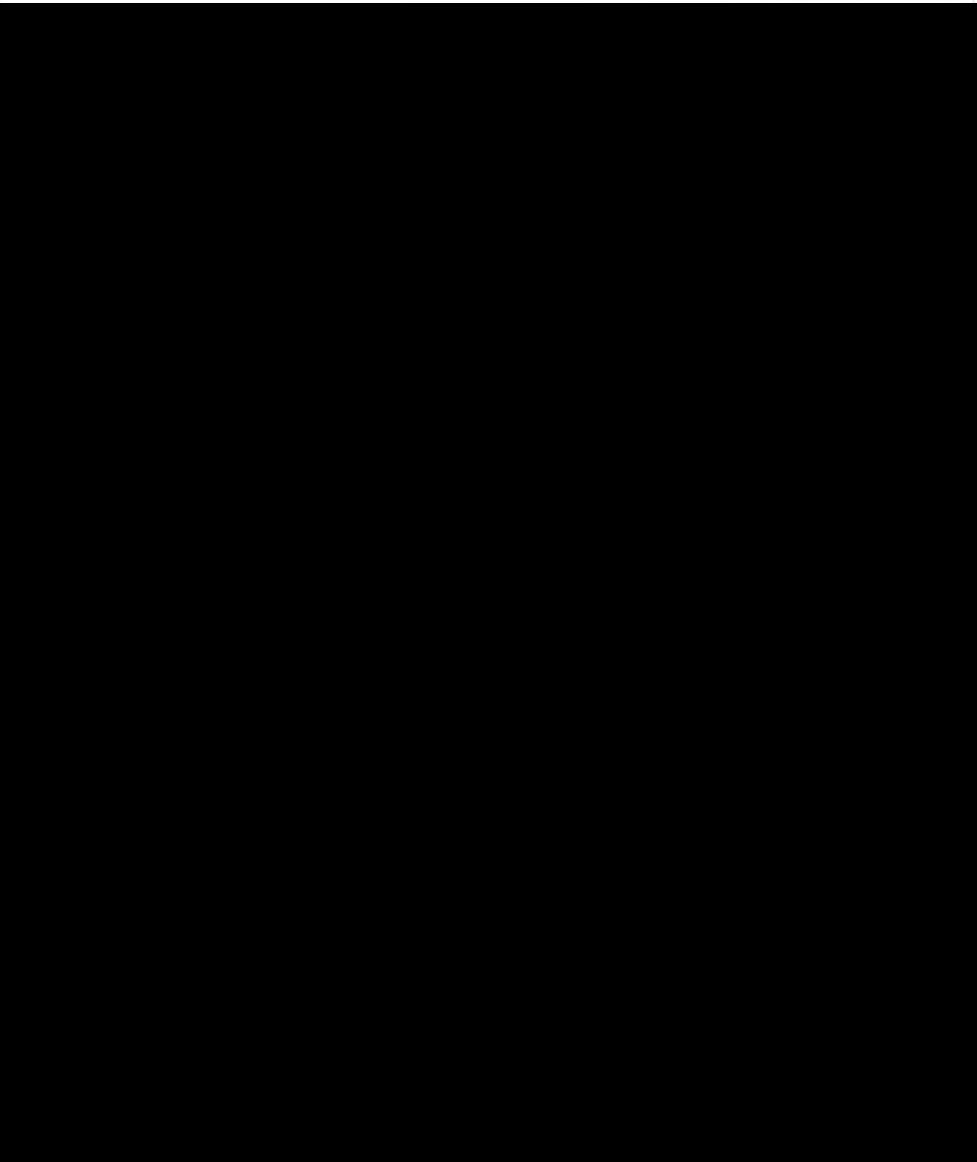
JALSA GHAR RESTAURANT

Per:  (SEAL)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM8 1DL

EMPLOYEE:

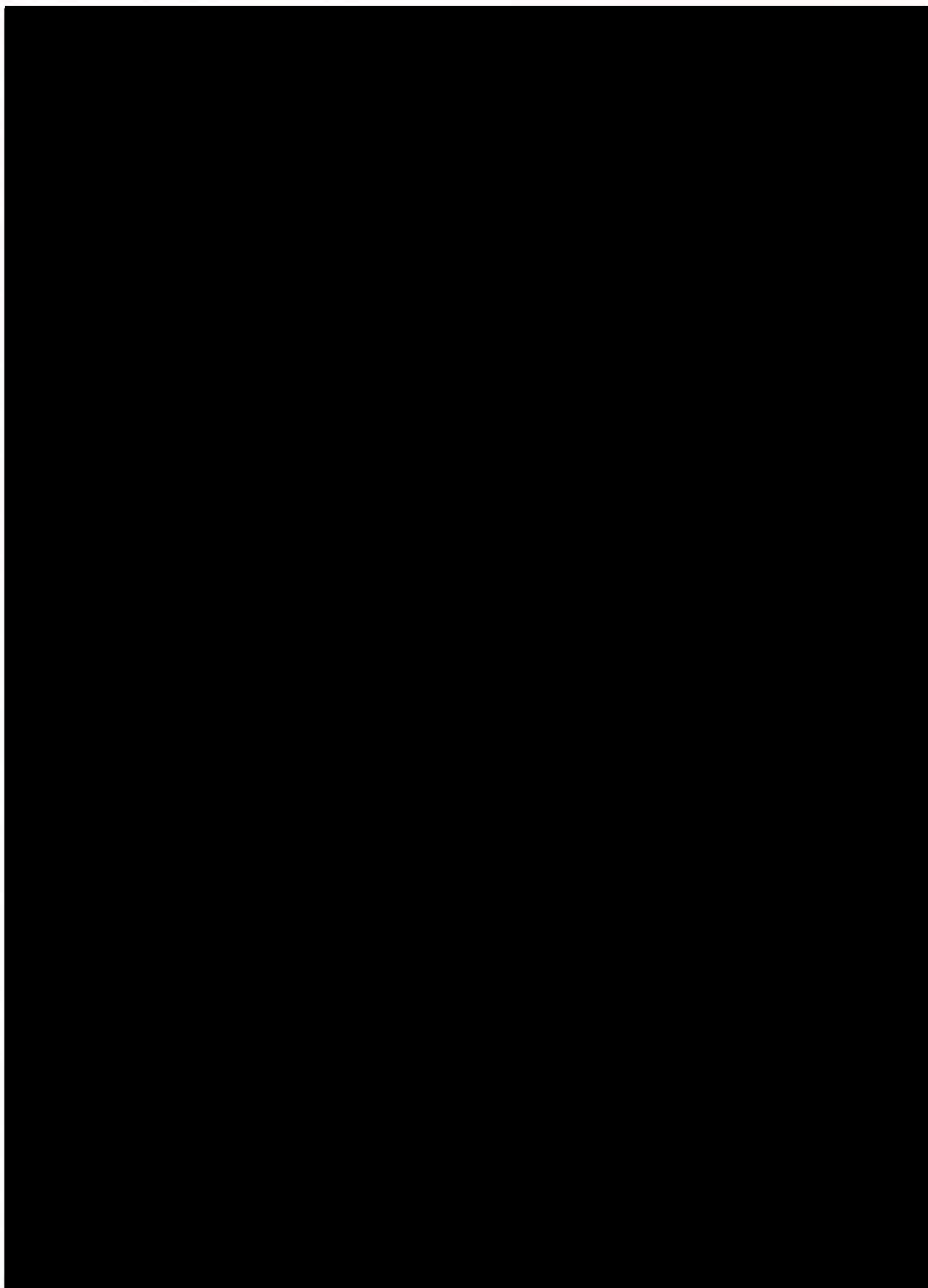




INVESTIGATION REPORT BY THE INSPECTOR



JALSA GHAR  
CHECKED BY  
*[Signature]*  
DATE: 6/8/2018



JALSA GHAR  
CHECKED BY  
DATE: 6/8/18



EUROPEAN UNION  
UNITED KINGDOM OF  
GREAT BRITAIN  
AND NORTHERN IRELAND



PASSPORT



JALSA GHAR  
CHECKED BY  
DATE: *[Signature]*  
*6/8/18*



Home Office

Right to Work Checklist

DATE

Name of person:	[REDACTED]
Date of check:	06/05/2006
Type of check:	Initial check before employment <input type="checkbox"/> Follow-up check on an employee <input checked="" type="checkbox"/>

Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- All other documents:** the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A**  You have a **continuous statutory excuse** for the full duration of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1**  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2**  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a **follow-up check when this notice expires.**

Date follow-up check required:

29 SEP 2019

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT dated this

9th

day of

FEBRUARY

20 15

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Particulars of Employment

1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this

9th day of FEB, 202015

**EMPLOYER:**

JALSA GHAR RESTAURANT



Pe (SEAL)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM6 1DL

**EMPLOYEE:**





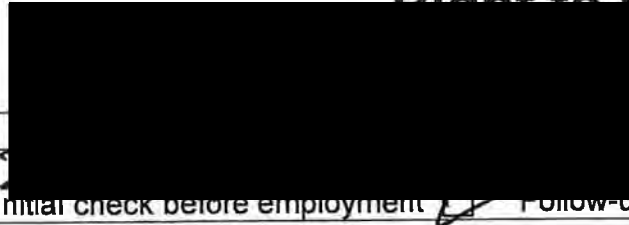


EU CARD



Home Office

# Right to Work Checklist



Name of person:	
Date of check:	
Type of check:	Initial check before employment <input checked="" type="checkbox"/> Follow-up check on an employee <input type="checkbox"/>

## Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.



### Step 2 Check

- You must **check** that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> <b>2021</b>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for <b>students</b> who have limited permission to work during term-times, you <b>must</b> also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
  - All other documents:** the document in full, both sides of a Biometric Residence Permit.
- You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A  You have a **continuous statutory excuse** for the full duration of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

**APRIL 2021**

**EMPLOYMENT CONTRACT**

THIS EMPLOYMENT CONTRACT dated this

2nd

day of

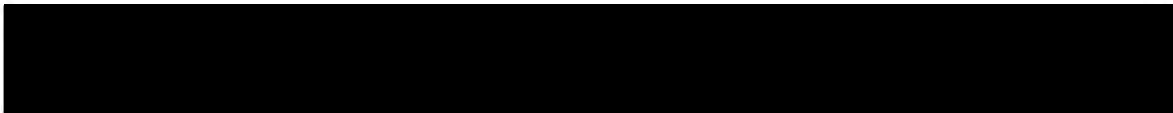
August  
20 18

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

JALSA GHAR RESTAURANT

P [REDACTED] (EAL)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM6 1DL


**EMPLOYEE:**

[REDACTED] \_\_\_\_\_  
[REDACTED] RGHE

JALAN SUDAN  
DE KATON

*[Handwritten signature]*

**POLIMANIE**

JALSA GHAR  
CHECKED BY  
  
DATE: 2/8/18



Home Office

JALSA GHAR  
CHECKED BY

Zia

# Right to Work Checklist

Name of person:	[Redacted]
Date of check:	06/08/2018
Type of check:	Initial check before employment <input type="checkbox"/> Follow-up check on an employee <input checked="" type="checkbox"/>

## Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
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- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
  - All other documents:** the document in full, both sides of a Biometric Residence Permit.
- You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

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- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

DECEMBER 2024

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT dated this 1<sup>st</sup> day of JULY  
20 18

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.



IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this

18<sup>th</sup> day of JULY, 2018

**EMPLOYER:**

JALSA GHAR RESTAURANT

Per: \_\_\_\_\_

(L)

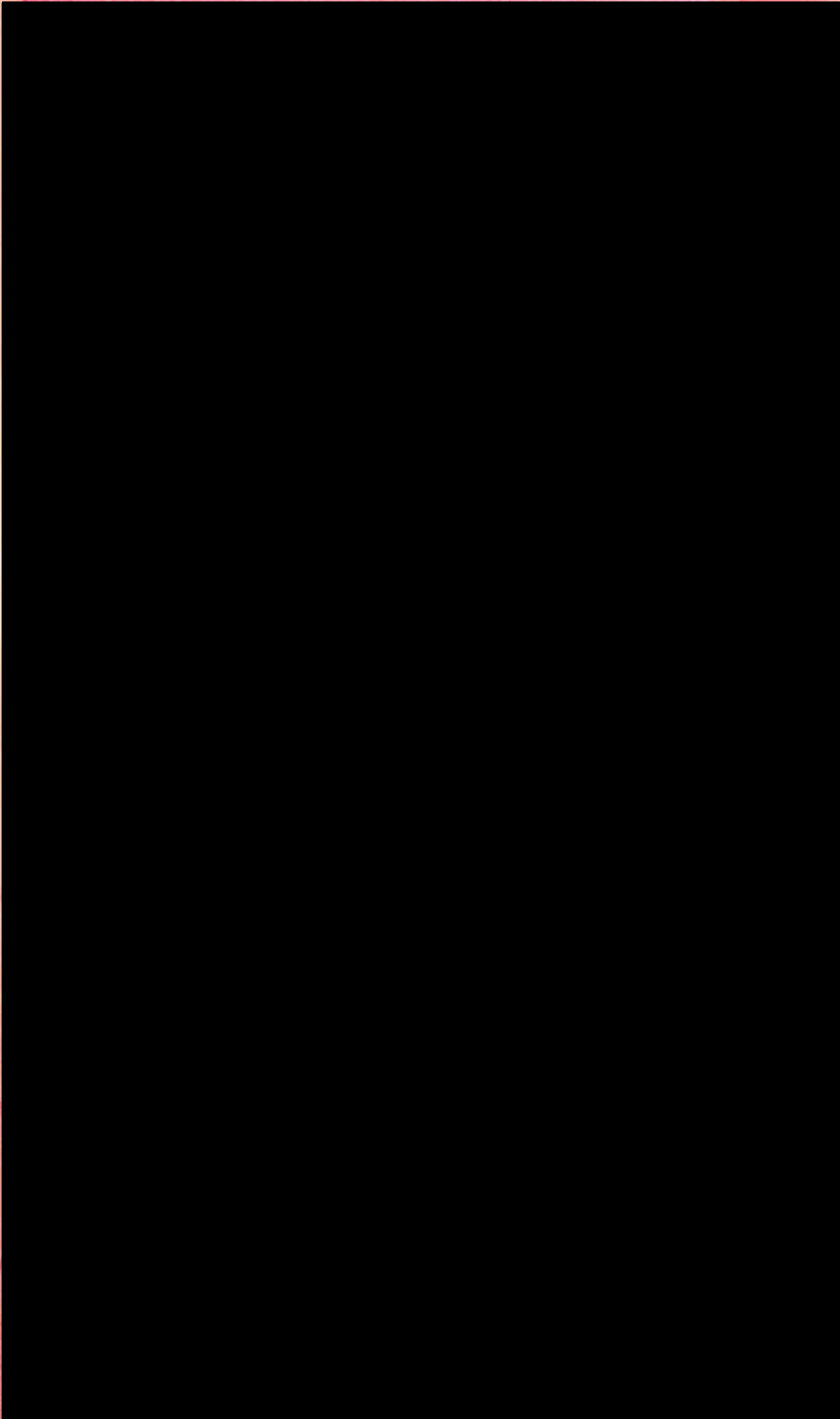
**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM6 1DL

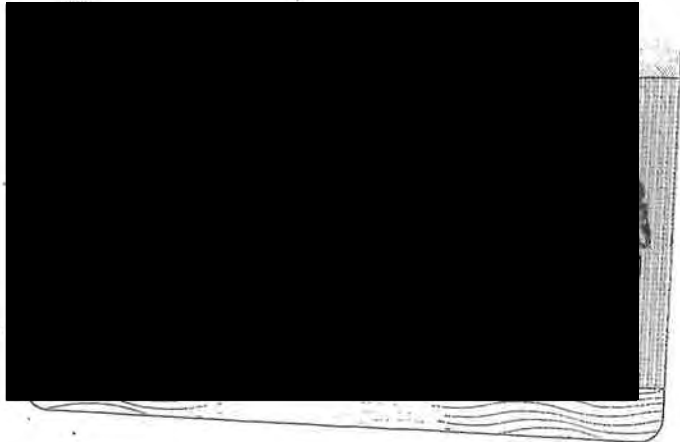
**EMPLOYEE:**

\_\_\_\_\_

MR TIPU HASAN

JAI SA GUJAR  
CHECKED BY  
*R*  
DATE: 6/8/18





JALSA GHAR  
CHECKED BY  
DATE: 6/8/18



Home Office

JALSA GHAN  
CHECKED BY

*ZWA*

# Right to Work Checklist

DATE: [REDACTED]

Name of person:	[REDACTED]
Date of check:	06/08/2018
Type of check:	Initial check before employment <input type="checkbox"/> Follow-up check on an employee <input checked="" type="checkbox"/>

## Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
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- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

JALSA BHMV  
CHECKED BY

**Step 2 Check**

- You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> <span style="margin-left: 20px;">OCT 23</span>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

**Step 3 Copy**

You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- All other documents:** the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

**Know the type of excuse you have**

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A  You have a **continuous statutory excuse** for the full duration of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a **follow-up check when this notice expires.**

**Date follow-up check required:** OCTOBER

Page 103

**EMPLOYMENT CONTRACT**

THIS EMPLOYMENT CONTRACT dated this

20 13

16<sup>th</sup>

day of

December

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -

  
(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

IN WITNESS WHEREOF the parties have duly affixed their signatures under hand and seal on this

16<sup>th</sup> day of December, 2013

**EMPLOYER:**

JALSA GHAR RESTAURANT



(SEAL)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM8 1DL

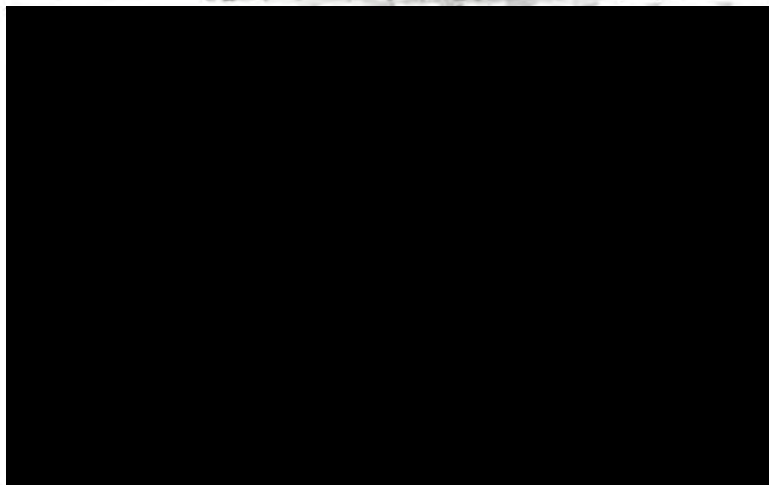
**EMPLOYEE:**



MR. COLIN BROWN WRIGHT



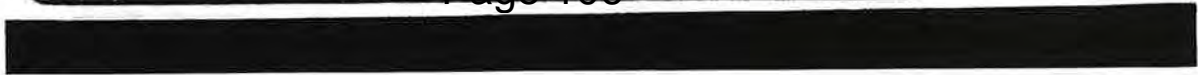
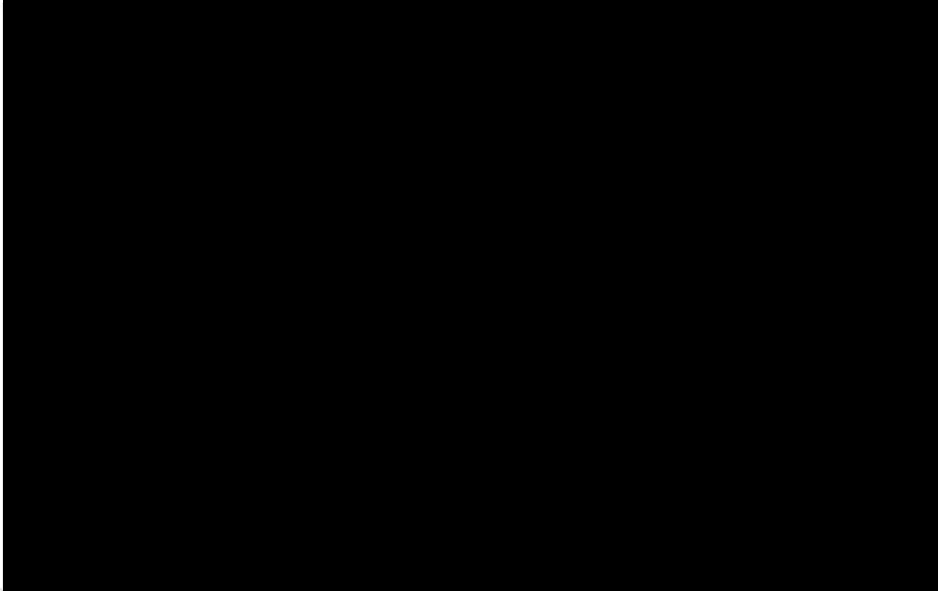
JALSA GHAR  
CHECKED BY  
*[Signature]*  
DATE: 6/8/2018



JALSA GHAR  
CHECKED BY

*[Handwritten Signature]*

DATE: 6/8/2018





Home Office

JALSA  
CHECKER

# Right to Work Checklist



Name of person:

Date of check:

Type of check:

Initial check before employment  Follow-up check on an employee

## Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must **check** that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)? (2022)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- All other documents:** the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A  You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

MARCH 2022

EMPLOYMENT CONTRACT

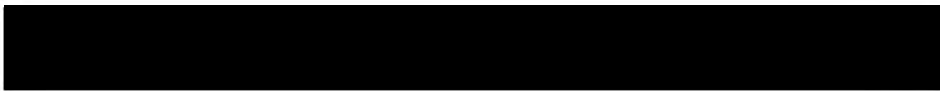
THIS EMPLOYMENT CONTRACT dated this 7<sup>th</sup> day of July  
20 18

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Particulars of Employment**

- 1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this

7th day of JULY, 2018

**EMPLOYER:**

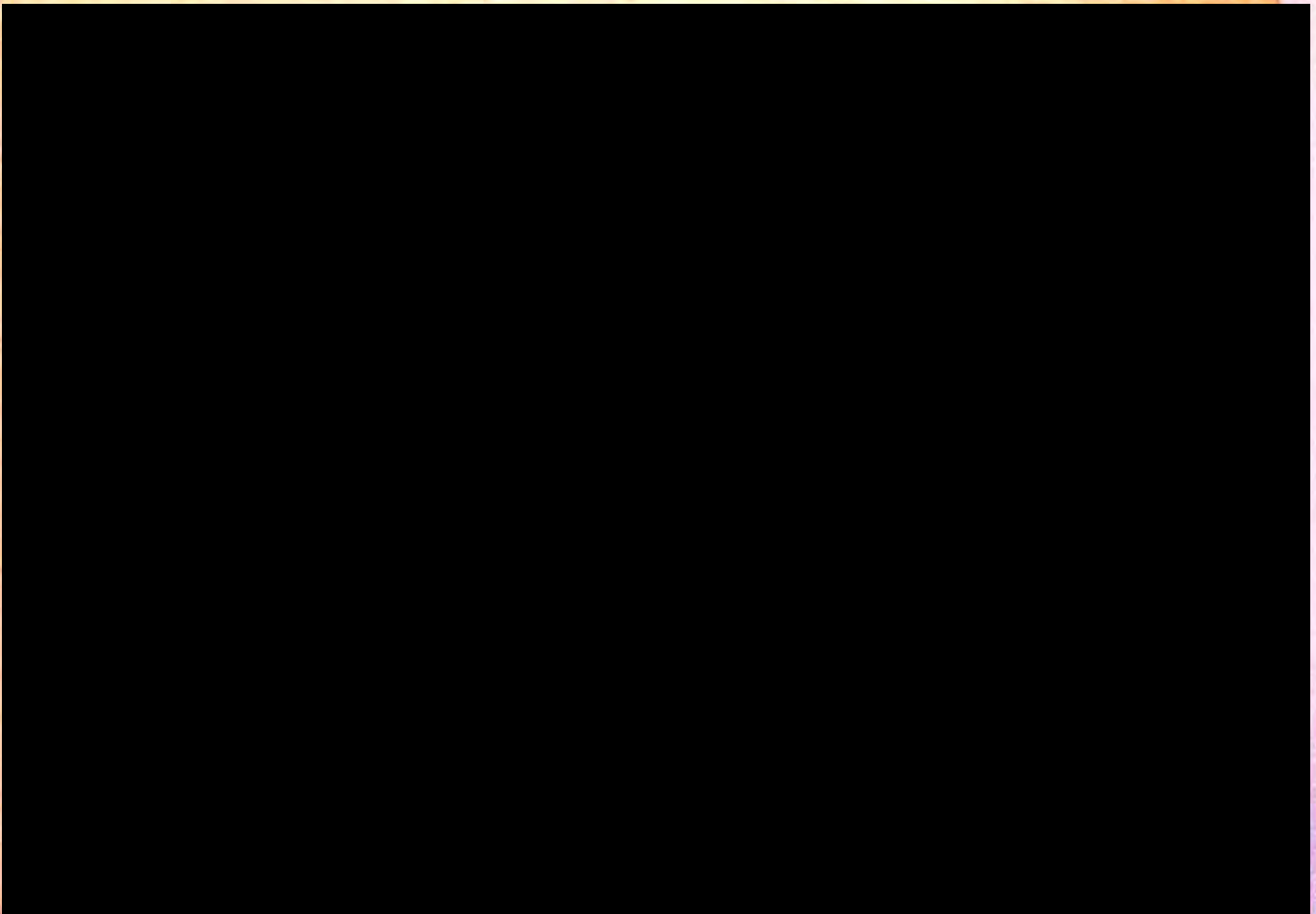
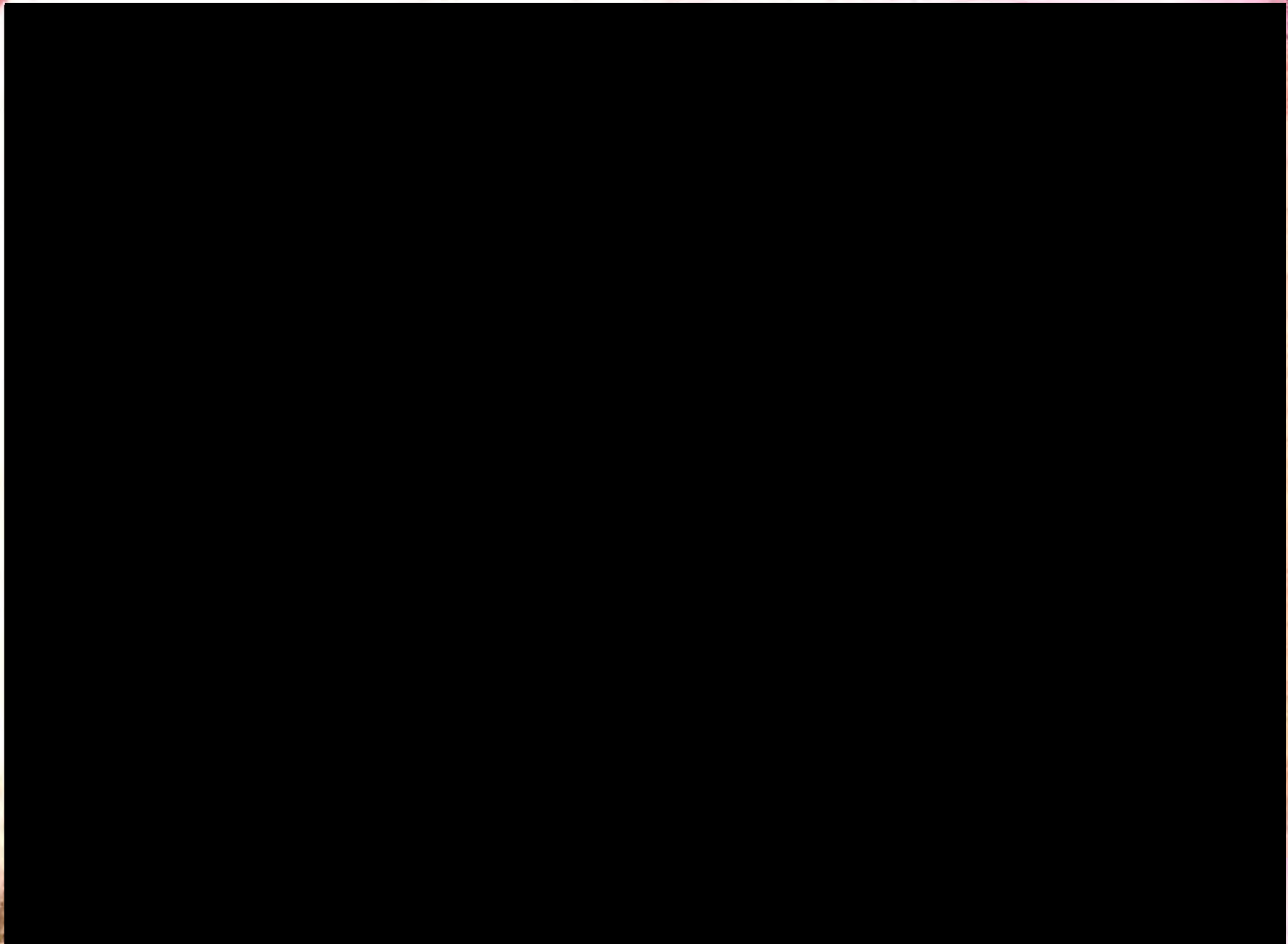
JALSA GHAR RESTAURANT



AL)

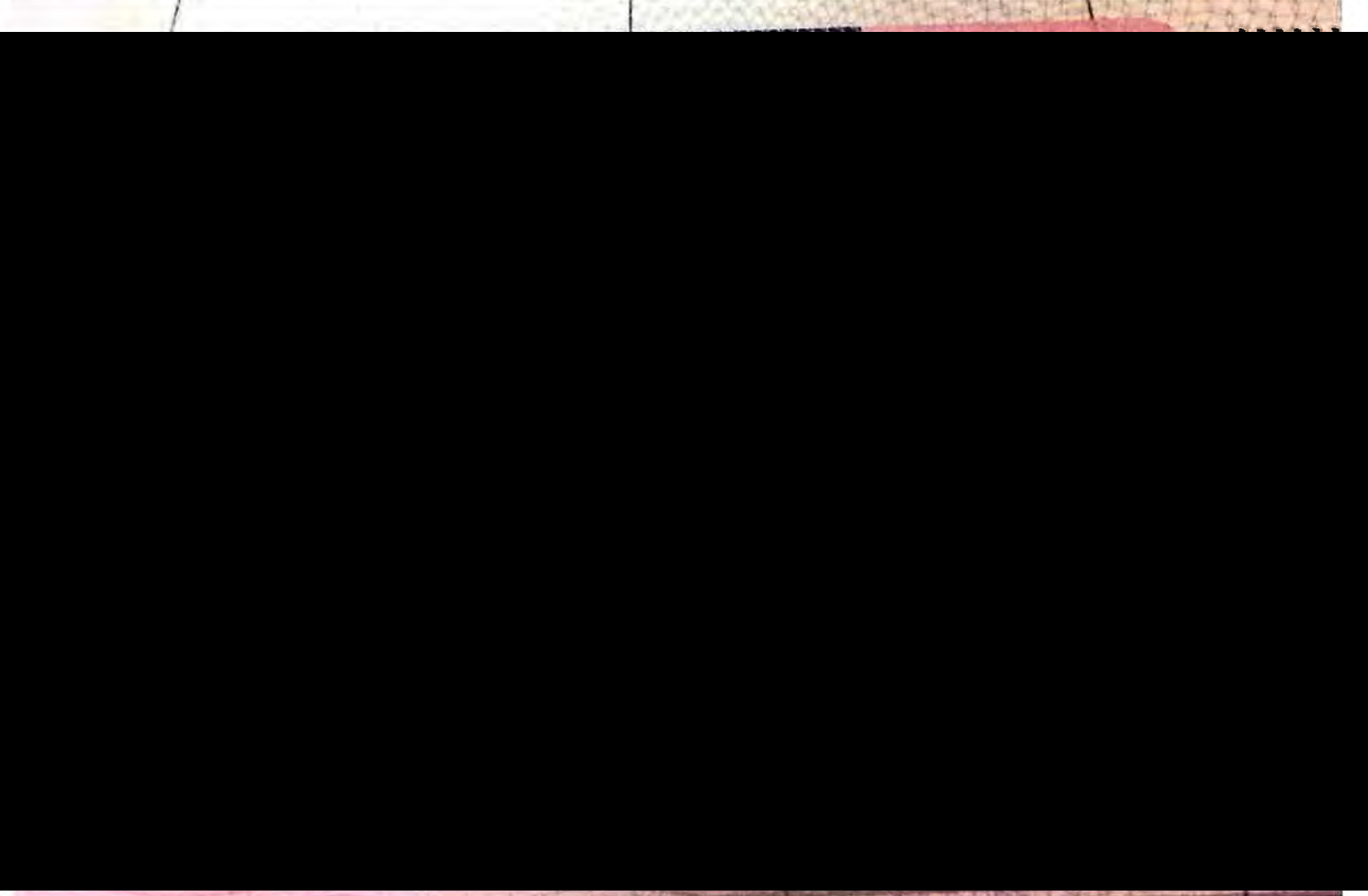
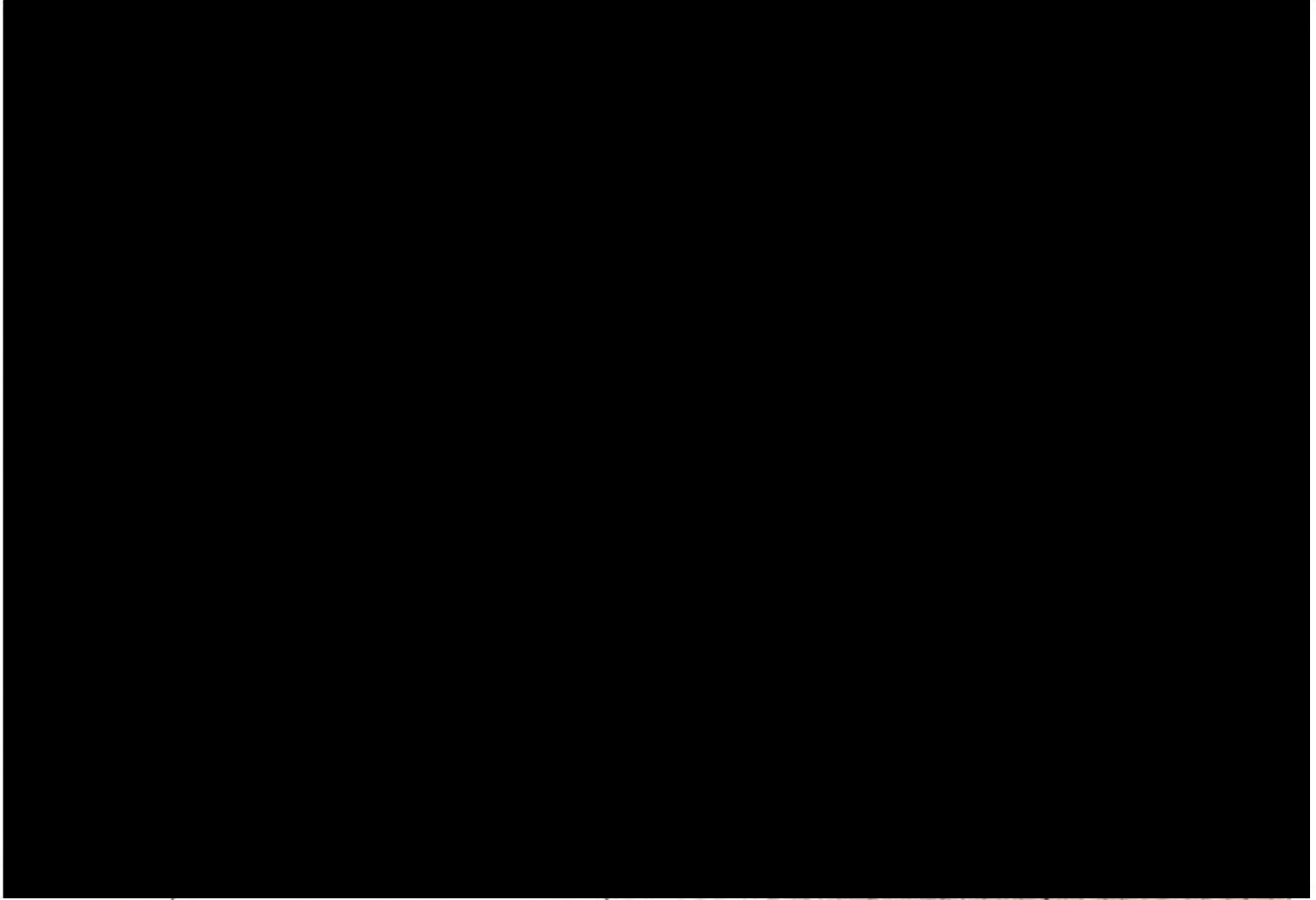
**EMPLOYEE:**

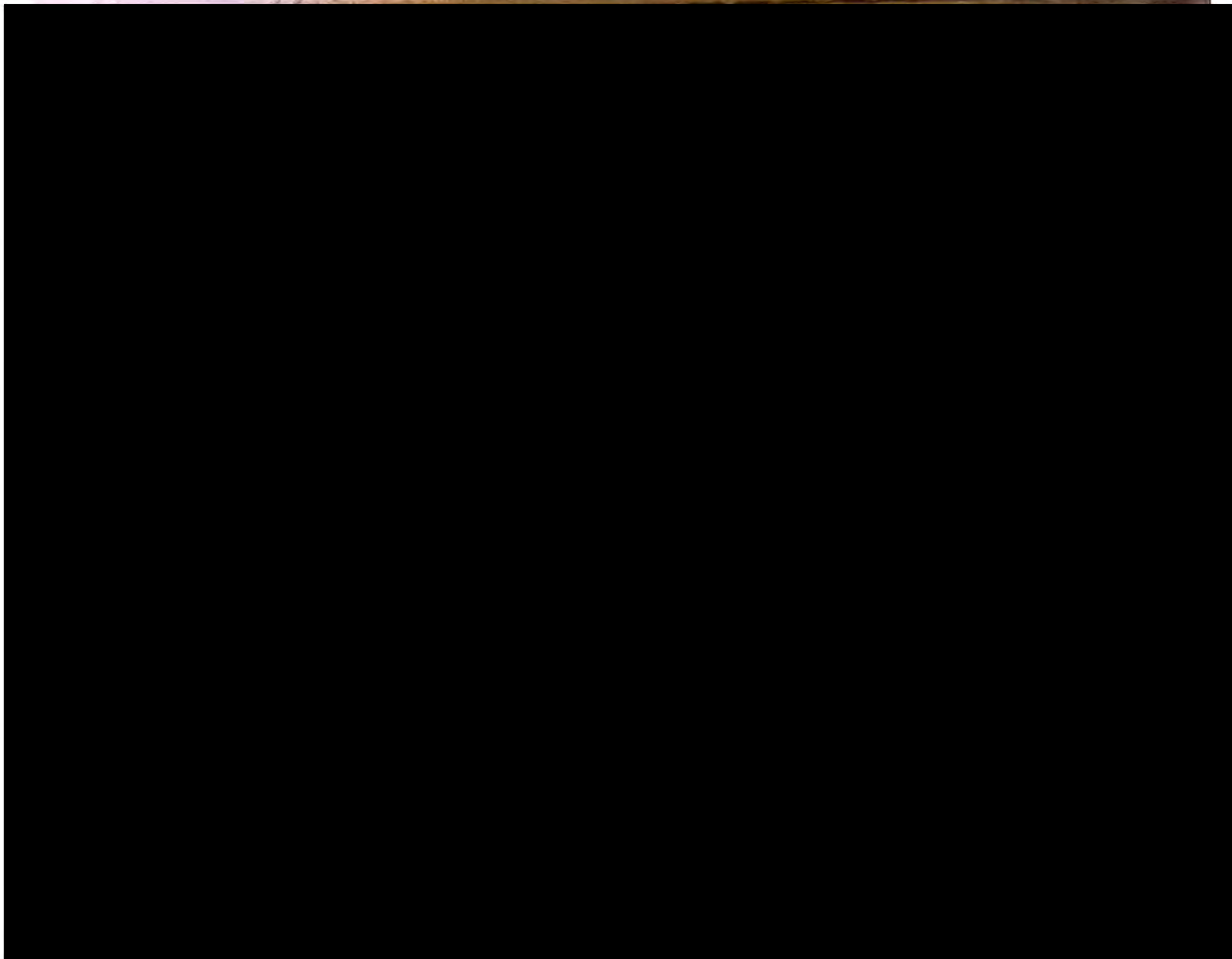
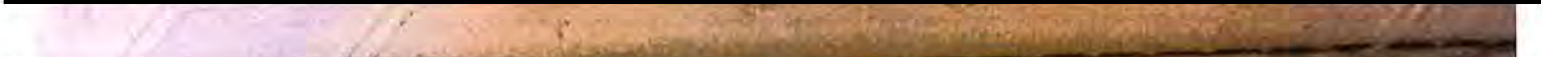
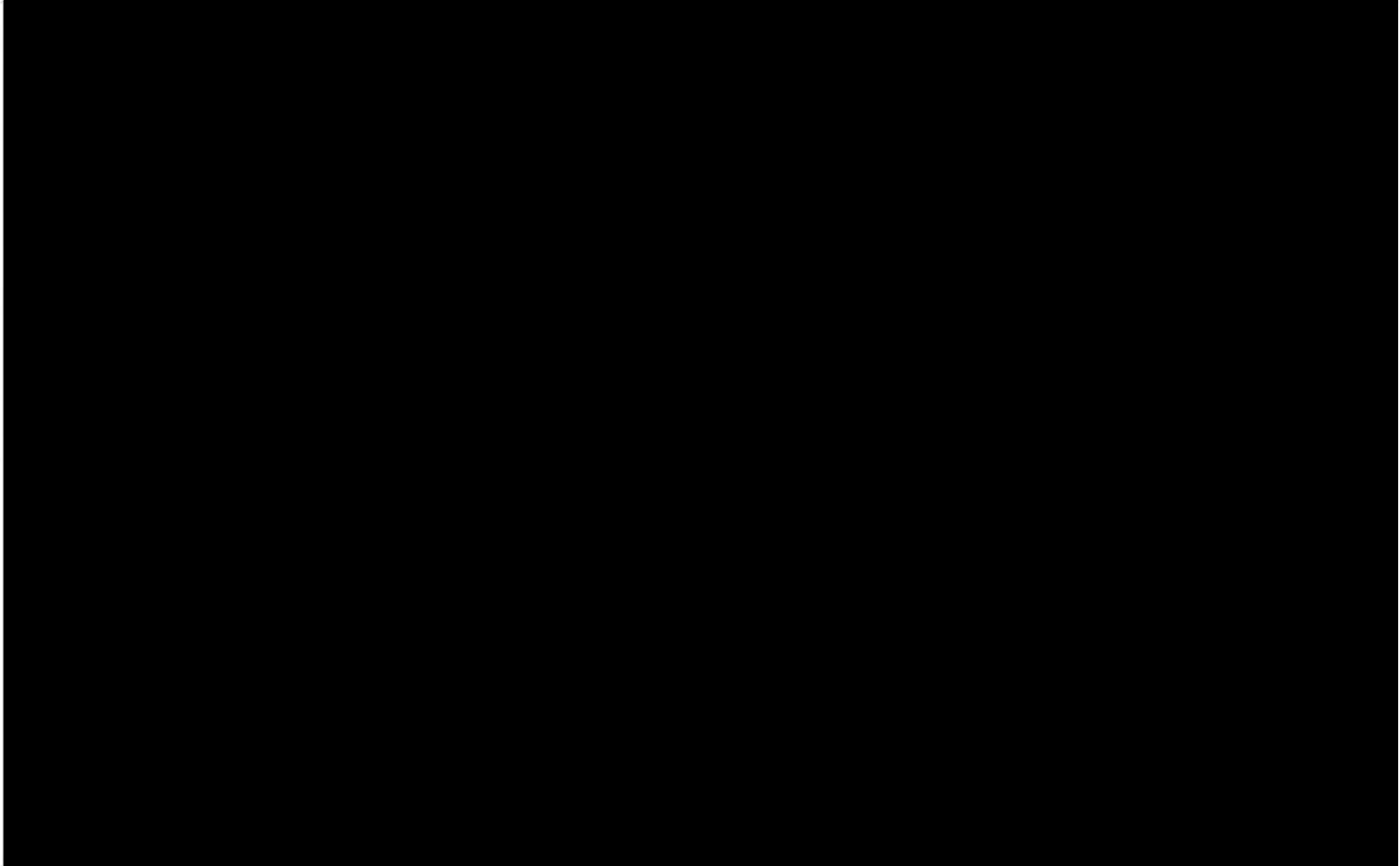












পাসপোর্ট  
PASSPORT



গণপ্রজাতন্ত্রী বাংলাদেশ  
People's Republic of Bangladesh



# Right to Work Checklist

Name of person:	[REDACTED]
Date of check:	06/08/2018
Type of check:	Initial check before employment <input type="checkbox"/> Follow-up check on an employee <input checked="" type="checkbox"/>

### Step 1 Obtain

- You must obtain original documents from either List A or List B of acceptable documents.

#### List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
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- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

#### List B Group 1

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

#### List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
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- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Step 2 Check

- You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Step 3 Copy

- You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain **RP**
- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
  - All other documents:** the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

### Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A  You have a **continuous statutory excuse** for the full duration of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1  You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- List B: Group 2  You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

Date follow-up check required:

JULY 2023

**EMPLOYMENT CONTRACT**

THIS EMPLOYMENT CONTRACT dated this

6<sup>th</sup>

day of

NOVEMBER

2017

**BETWEEN:**

JALSA GHAR RESTAURANT of 79 STORTFORD ROAD, DUNMOW, ESSEX, CM6 1DL  
(the "Employer")

OF THE FIRST PART

- AND -



(the "Employee")

OF THE SECOND PART

**BACKGROUND:**

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

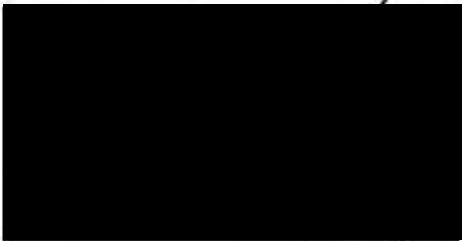
**Particulars of Employment**

1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

IN WITNESS WHEREOF, the parties have duly affixed their signatures under hand and seal on this

6<sup>th</sup> day of NOVEMBER, 2017

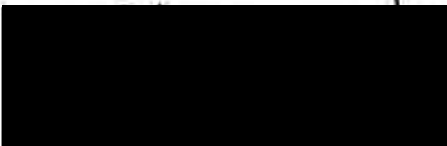
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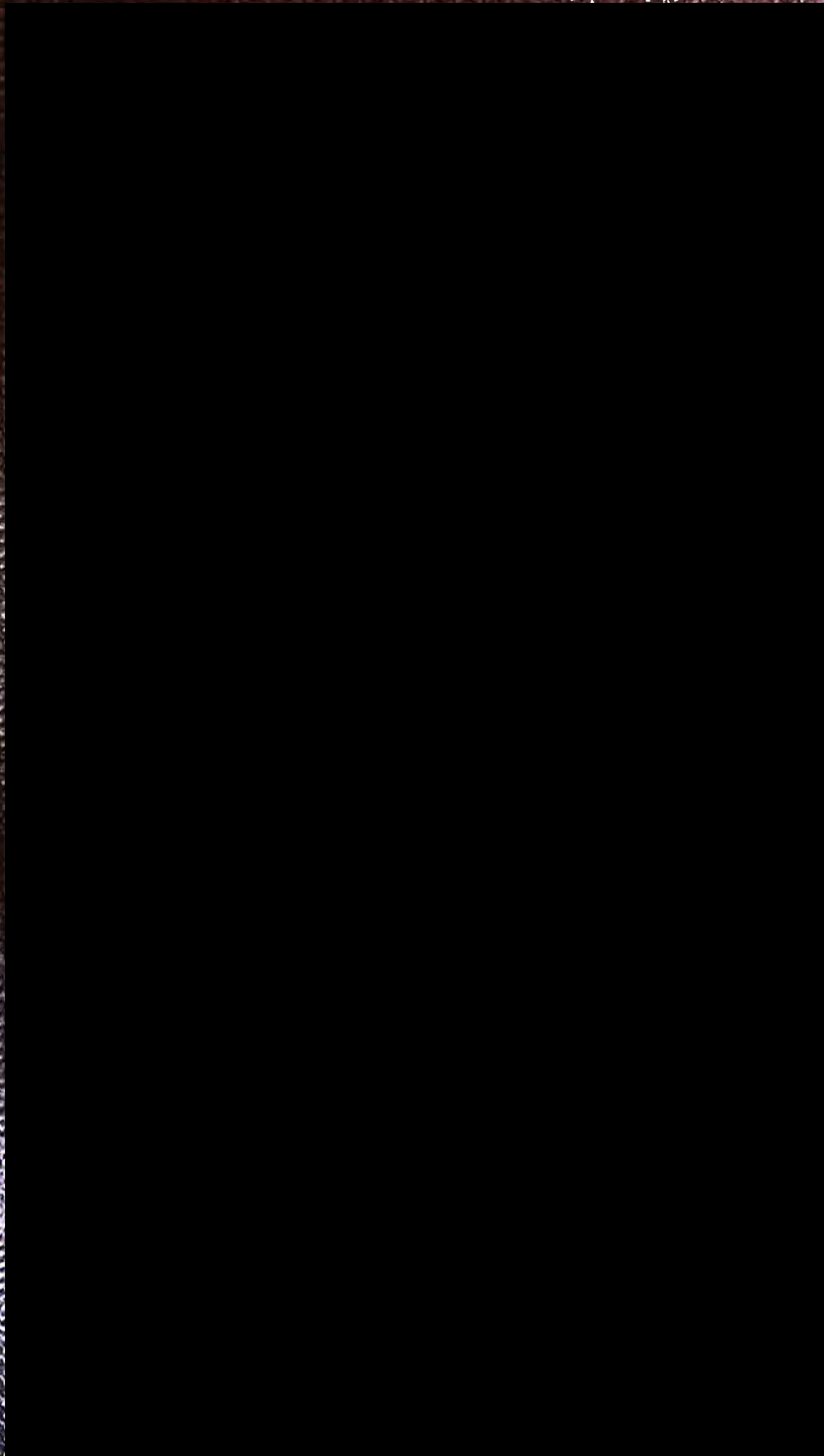


(SEAL)

**ALDBROOK LTD**  
T/AS JALSA GHAR RESTAURANT  
79 STORTFORD ROAD, DUNMOW  
ESSEX, CM6 1DL

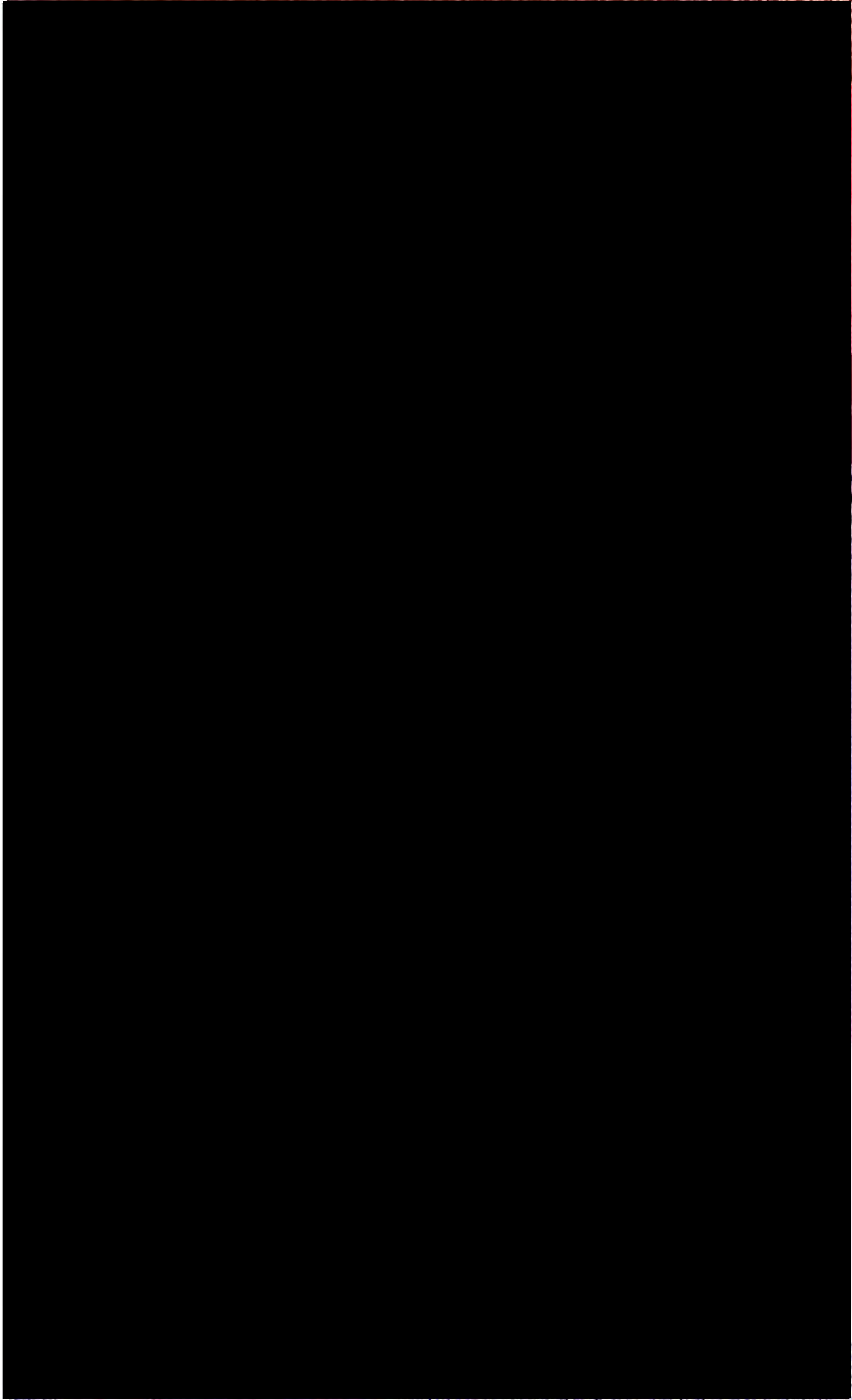
EMPLOYEE:

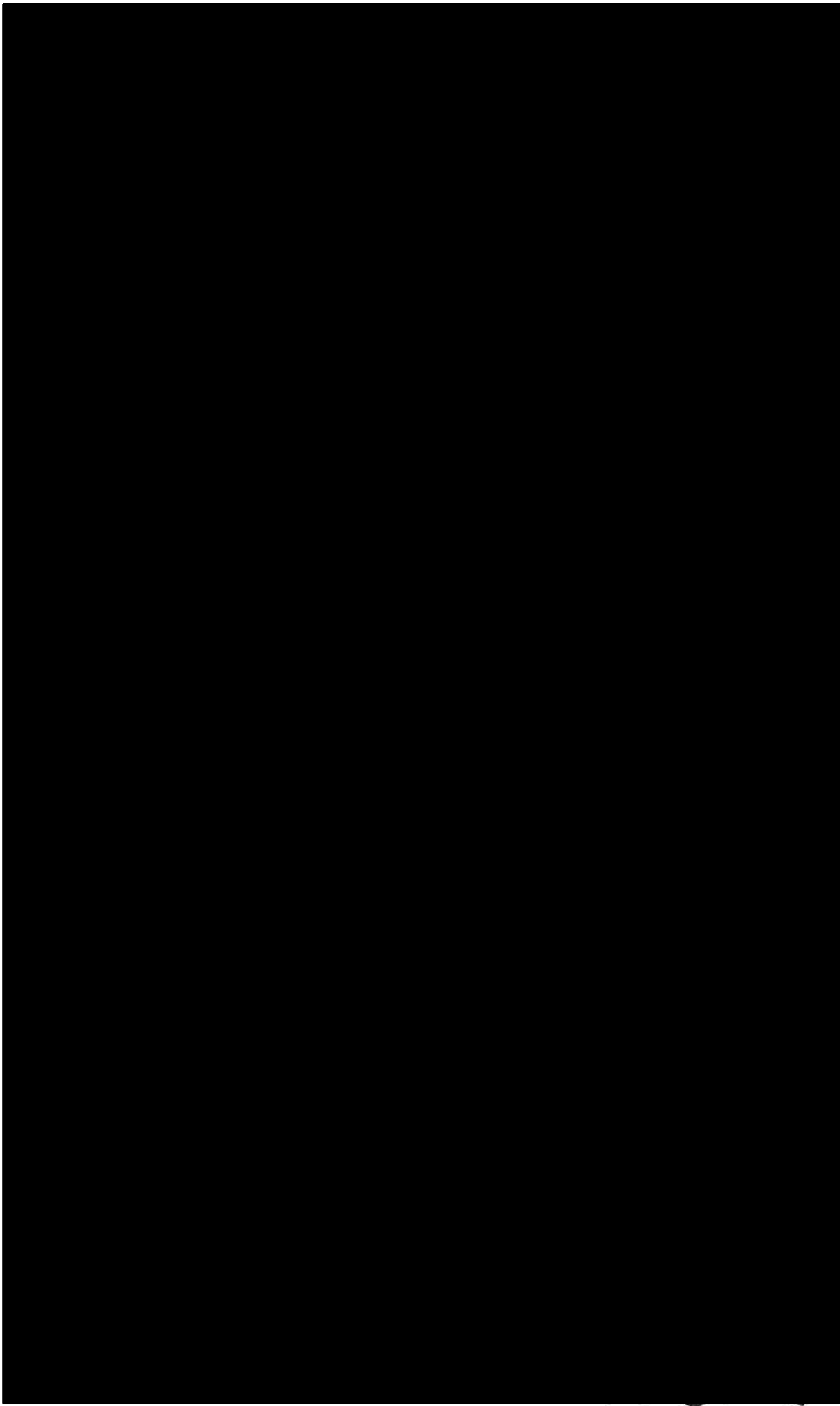


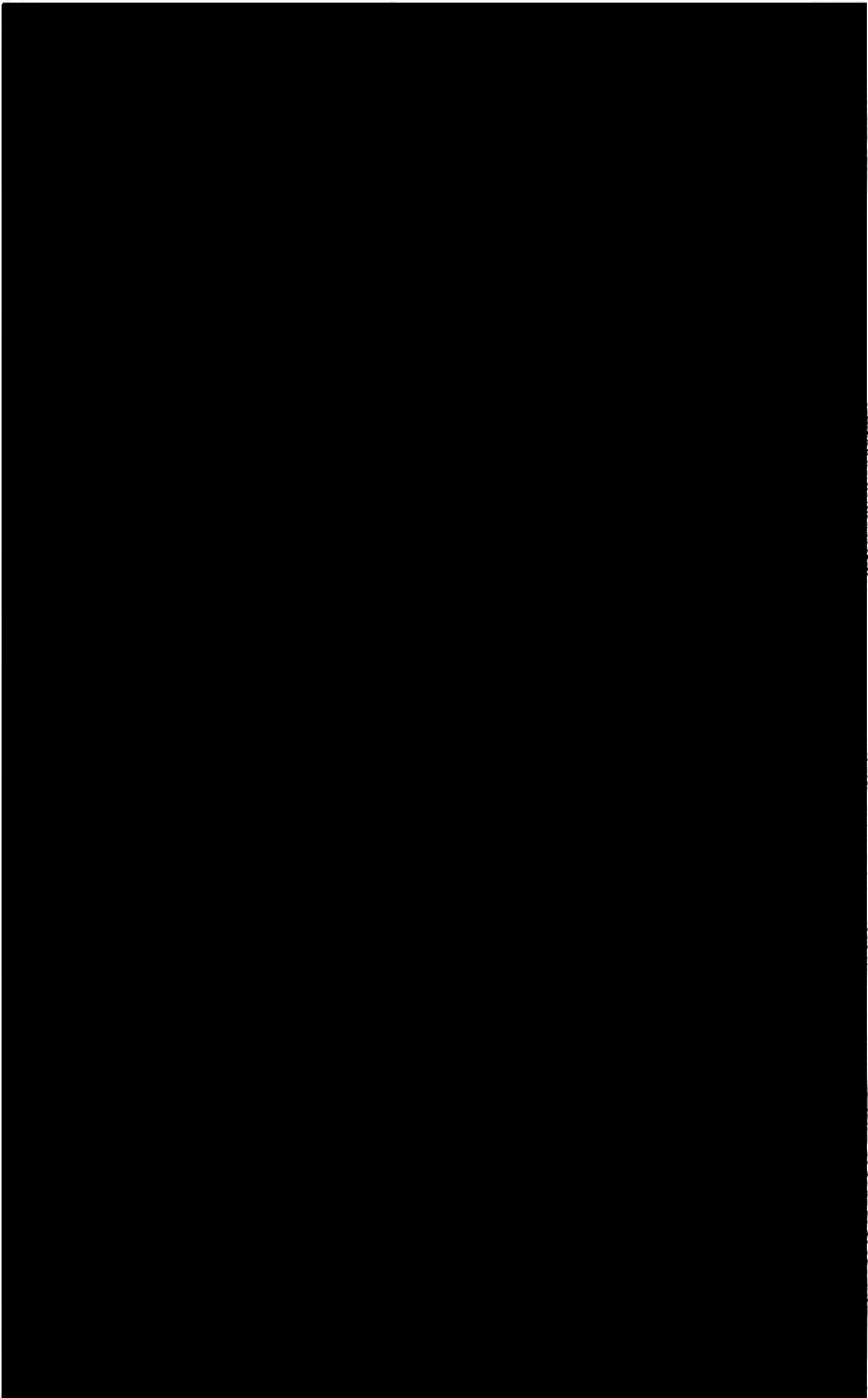


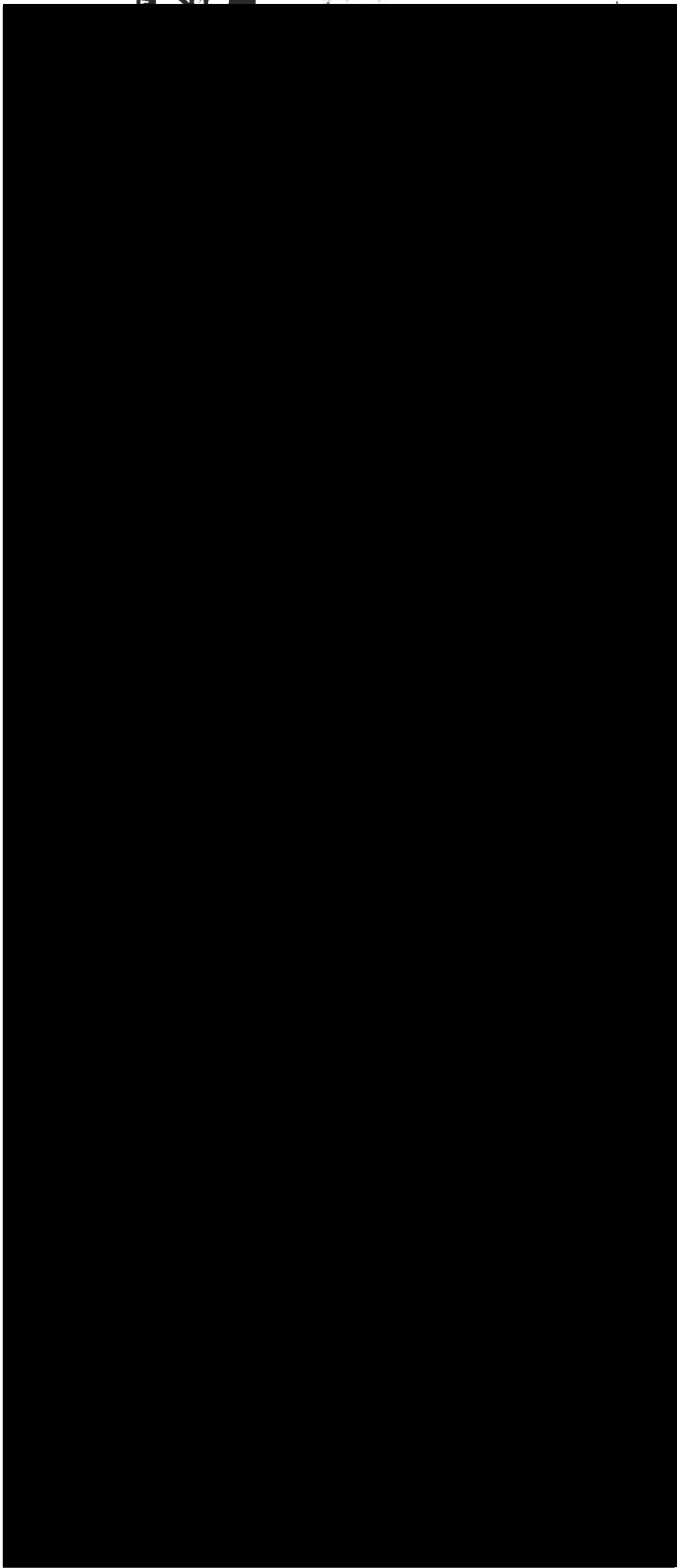
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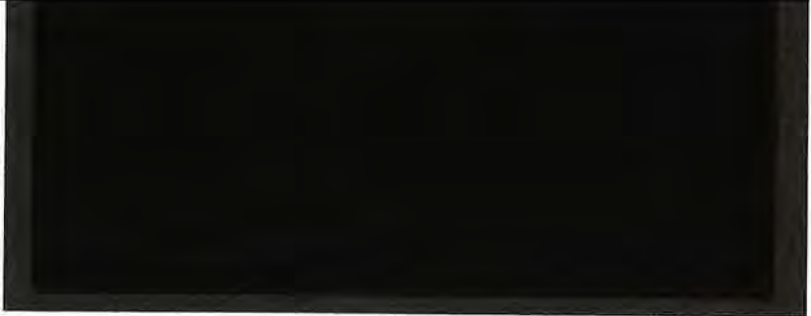
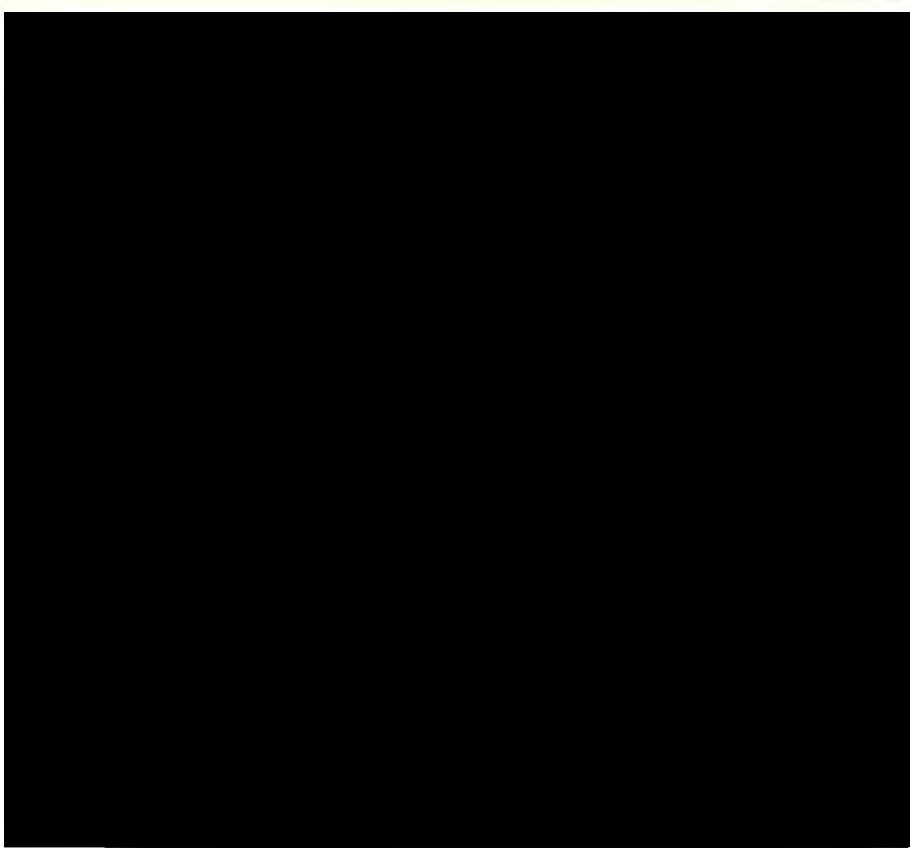




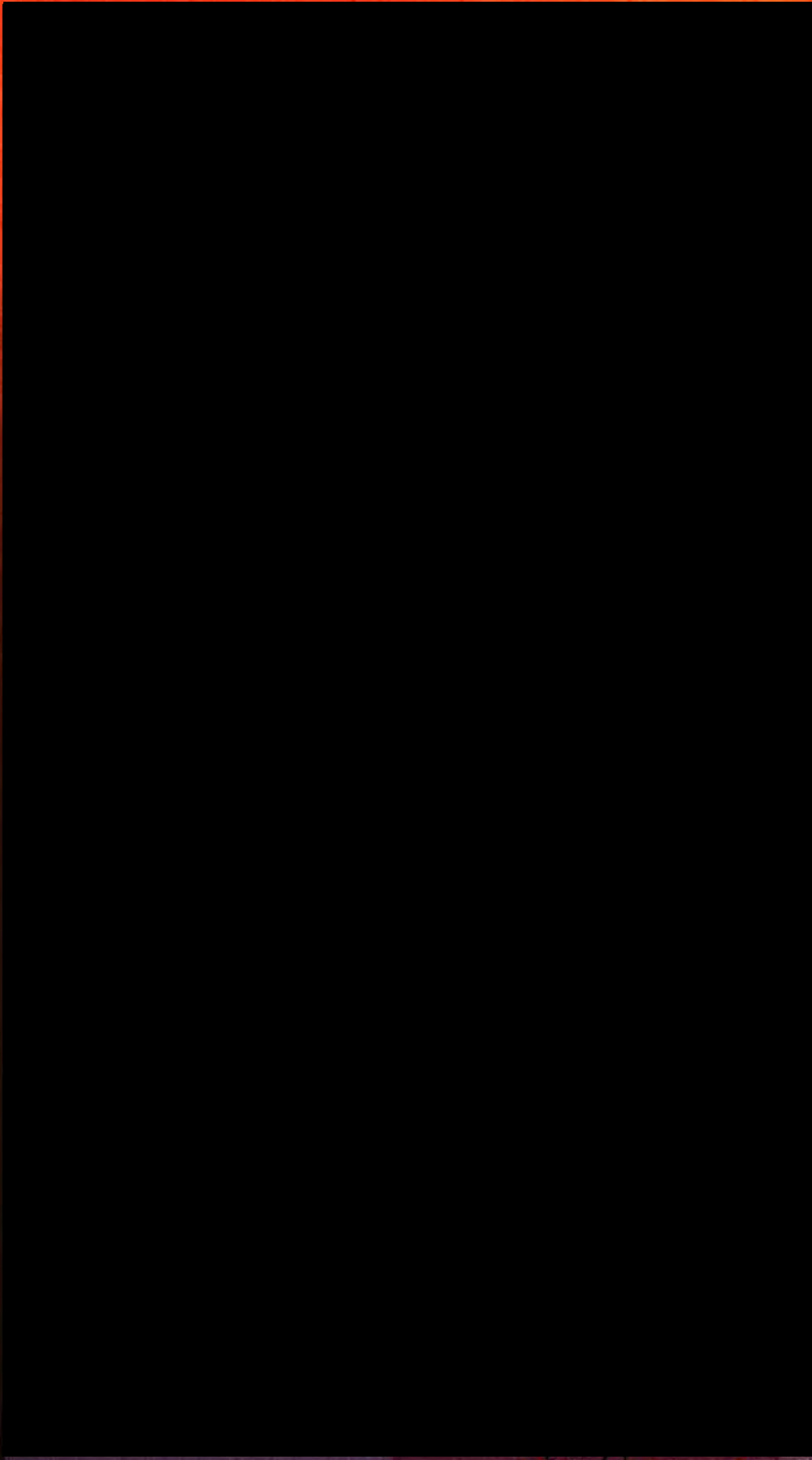








JALSA GHAR  
CHECKED BY  
*[Signature]*  
DATE: 6/8/18





JAN  
MAR  
BY

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