

OFFICE OF THE  
IMMIGRATION SERVICES  
COMMISSIONER

**OISC**

September 19, 2023

PO Box 567  
Dartford  
DA1 9WX

Mrs Gulder Aitbayeva  
BEST S CONSULTING LTD  
100 Bollo Lane  
London  
W4 5LX

0345 000 0046  
info@oisc.gov.uk

Our Ref: F202331616

Dear Mrs Aitbayeva

**Approval of Application for Regulation by The Immigration Services  
Commissioner**

The Office of the Immigration Services Commissioner (OISC) is pleased to inform you that your application has been approved. The following personnel are authorised to provide immigration advice and services at the levels listed below.

Name	Adviser Number	Level	Category
Gulder Aitbayeva	P054644	Level 1	Immigration

Your organisation has been given its own regulation number - **F202331616**. You must quote this number in all correspondence with the OISC.

Your regulation is for the period **19 September 2023 – 18 September 2024**. During this period the OISC may audit your organisation. This would be to ensure that your organisation continues to meet the Commissioner's Code of Standards. This document is available on our website, <http://www.oisc.gov.uk/>. Your organisation will be given prior notice of any proposed audit.

We expect your full co-operation when we carry out any audits. I refer you to Code 26(k) in respect of the OISC's access to client files and to Code 55 in respect of the requirements of record keeping and file management. The Commissioner recommends that you create and maintain a case list as soon as you start being instructed by clients to ensure the list is complete and accurate at the time of the audit. The list should include the following information:

- Name of client;
- Level of work carried out;
- Type of case;
- Date of opening of the file (and closing, if relevant);
- The outcome of the case; and

- The name of the adviser dealing with the case (where there is more than one adviser within the organisation).

During the audit a selection of client files will be chosen from your case list to review. Failure to provide an accurate list may be interpreted by the Commissioner as an attempt by you to frustrate the regulatory process as he will not be able to fulfil his statutory duty of ensuring the fitness and competence of immigration advisers, which may affect your registration with the Commissioner. Please note that the Commissioner may take steps to verify the accuracy of the list you provide.

It is also the case that without full disclosure of advisers' work the Commissioner is not able to fulfil his statutory duty of ensuring the fitness and competence of immigration advisers.

If you have any concerns about an audit, or if there are any other issues you wish to discuss, please do not hesitate to contact the OISC using the contact details at the top of this letter.

During the period of your authorisation you are required to notify the OISC of any changes to your business address or personnel. Should any new advisers come to work in your organisation, you must ensure that they are authorised by the Commissioner prior to them giving any immigration advice and/or services. Their details and completed competence statements must be submitted to the OISC.

Please note, that you should issue your staff with some form of authorisation showing that they act for, and on behalf of your organisation. It may be of assistance if such authorisation indicates that your organisation is regulated by the OISC and includes the above reference number.

### **Registration Certificate**

The OISC no longer issues hard copy certificates of registration and the requirement under Code 72 for organisations to display their certificate at their main business premises, was formally withdrawn as a requirement in October 2022.

The OISC [Register of regulated immigration advisers](#) provides confirmation of registration and the registration details of all regulated organisations and advisers.

To help regulated organisations confirm to clients their registration details, the OISC provide an online digital badge, which organisations that have a website can use. The digital badge is a clickable OISC logo, that is provided via software that allows only regulated firms to display it. Clicking on the badge will allow visitors to the organisations website to verify that they are regulated by us and provide details on the levels and categories at which they are regulated.

Further information about the OISC digital badge and instructions on how to install the badge can be found at the following link: <https://www.yoshki.co/oisc/>

### **Continuing Professional Development (CPD)**

From April 2017 all organisations applying for continued registration will need to provide a signed declaration by an accountable person at the organisation confirming that each adviser has identified their CPD requirements and taken action to maintain their competence. Please continue to visit the website [www.oisc.gov.uk](http://www.oisc.gov.uk) for information about the CPD scheme.

The Commissioner recommends that all advisers view the [‘Welcome to the OISC’](#) presentation as soon as possible following registration. This should be recorded in their CPD record which will be reviewed at audit by the OISC caseworker.

We look forward to working with you in the future.

Yours sincerely,

*Denise Williams*

Denise Williams  
For and on behalf of  
The Immigration Services Commissioner