



# Immigration training services - at a glance

2021



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# Welcome

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We specialise in running immigration law courses for HR, in-house legal, managers and others. Our trainers are lawyers, so you'll get legal expertise in an interactive, accessible and engaging way.

Lewis Silkin delivers training to a wide range of organisations across all industry sectors. If you have any questions please do get in touch. We like to partner with our clients to complement existing training programmes delivered on a regular basis. If you are planning your training needs for the coming year, please speak to us to find out how we can help.

## Immigration training

Effective training is essential for every business. Whether you want to keep your HR team fully up to date or run practical training for managers to increase confidence and avoid costly mistakes, we can help. Our immigration law training enables you to invest in your people, building their skills and knowledge at the same time as reducing the risk of legal claims.

This brochure gives details of all our courses. We provide:

- Core courses at a fixed cost
- Modular courses at a fixed cost that can be mixed and matched
- Tailored courses, based around our modular course topics or any other immigration law topic you wish
- E-learning
- Immigration handbooks

Our core and modular courses can be delivered via WebEx or in-person.

If you're simply not sure where to start with your training needs, please contact Emma Richardson [emma.richardson@lewissilkin.com](mailto:emma.richardson@lewissilkin.com) and she will be delighted to have a conversation or meeting with you.

## Employment training

Our employment team runs courses specifically on employment law issues. As with our immigration law training, we provide both core courses and modular courses which can be mixed and matched, all at a fixed cost. For more information or a copy of our employment training brochure please contact Emma Richardson [emma.richardson@lewissilkin.com](mailto:emma.richardson@lewissilkin.com).

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## Our courses

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We offer a full programme of training courses for HR practitioners, legal professionals, leaders, managers and staff; ranging from a two-day employment law academy to a short self-paced e-learning session.

Every course can be run as a single session, or the same courses designed once and deployed many times across your organisation or alternatively, two or more sessions can be combined to create a course that is bespoke to you.

We are also happy to look at your own policies and procedures and make references to them in our standard courses to ensure that they are fully relevant to your business – just send us the applicable policies in advance.

### Pricing

We can flex most live delivery (classroom or online) courses to run for between 1-2 hours; the longer the session the greater the level of interaction and detail covered.

If you would prefer a more bespoke offering, tailoring the content to your particular needs, a design fee would be added to the delivery fee.

Our Immigration Law Academy and handbooks are priced individually.

Please get in touch with either Emma Richardson at [emma.richardson@lewissilkin.com](mailto:emma.richardson@lewissilkin.com) or Joanna Hunt at [joanna.hunt@lewissilkin.com](mailto:joanna.hunt@lewissilkin.com) to find out more about the course(s) of interest and the pricing.

“Great summary of updates, clear, concise and gave me all the information I needed in a pocket summary. Speakers were great!”

“Well tailored and a good balance of technical information with business considerations”

## Our courses

Click the course name to view more information

Core course	Audience	Where	Duration	Page
<a href="#">Immigration Law Academy</a>	HR	WebEx	4 hours over 2 days	7
<a href="#">Sponsorship</a>	Anyone with operational responsibilities for immigration	Client	1 day	8
<a href="#">Prevention of illegal working</a>	Anyone with operational responsibilities for immigration	Client	3 hours	8

Modular course	Audience	Where	Duration	Page
<a href="#">Brexit and immigration</a>	Staff Anyone with operational responsibilities for immigration	Client	2 hours	9
<a href="#">Immigration update</a>	Anyone with operational responsibilities for immigration	Client	2 hours	9
<a href="#">Overview of sponsorship</a>	Anyone with operational responsibilities for immigration	Client	1 - 2 hours	10
<a href="#">Right to work checks</a>	Managers/HR/ Legal	Client	2 hours	10
<a href="#">Prevention of illegal working: hiring and dismissal</a>	Managers/HR/ Legal	Client	1 hour	11
<a href="#">Fulfilling sponsor duties</a>	Anyone with operational responsibilities for immigration	Client	2 hours	11
<a href="#">Skilled Workers and Intra-Company Transferees</a>	Anyone with operational responsibilities for immigration	Client	2 hours	12
<a href="#">Reporting duties relating to sponsored skilled workers</a>	Managers/HR/ Legal	Client	1 hour	12
<a href="#">Secondments</a>	HR/Legal	Client	1 hour	13
<a href="#">Visa options for business and investment</a>	High net worth individuals	Client	2 hours	13

<b>E-learning</b>	<b>Audience</b>	<b>Where</b>	<b>Duration</b>	<b>Page</b>
How to conduct Right to Work checks	HR/Legal	Online	N/A	15

<b>Immigration handbooks</b>	<b>Audience</b>	<b>Where</b>	<b>Duration</b>	<b>Page</b>
The EU Settlement Scheme Frequently Asked Questions	HR/Legal	N/A	N/A	17
Compliance guide for sponsors of skilled workers	HR/Legal	N/A	N/A	17
Right to work guide for UK employers	HR/Legal	N/A	N/A	18

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## Core courses

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The core courses combine modular sessions to deliver a comprehensive learning opportunity for anyone whose role is to coordinate or manage immigration matters for their organisation.

Key features of the course:

- Presented by immigration specialists from our market-leading team
- Real-life practical examples and case studies
- Group exercises and discussions
- An opportunity to meet and discuss your issues with lawyers from our team
- Comprehensive training materials to take away, plus additional immigration law guides

### Immigration Law Academy

With free movement now at an end and the new Points-Based Immigration System live for both EEA/Swiss nationals as well as nationals from the rest of the world, it is important that HR teams are up to speed on the changes to business immigration. With so many developments to keep on top of, training on the new system is vitally important and our popular Immigration Law Academy is designed with this purpose in mind. Designed for junior and mid-level HR professionals, it also serves as a useful tool to upskill members of your team who are involved in visa work.

Delivered virtually over a set of two sessions via WebEx, our Immigration Law Academy is as interactive and will ensure you benefit from being able to ask our experts the questions you want. The course is designed in a practical and engaging way, using real examples, case studies and group discussion to bring the issues to life.

#### Course outline

Day 1:

- Overview of immigration categories that allow working
- Points-Based Immigration System (PBIS) and sponsorship
- Deep dive into the new Skilled Worker and Intra-Company Transfer categories
- Overview of changes to the arrangements for sponsor licence holders

Day 2:

- Guidance on how to deal with the immigration implications of COVID-19 for sponsors and applicants
- Advice on how to carry out right to work checks including online right to work checks
- A review of EU Settlement Scheme for EEA nationals and their family members
- An update on Brexit and where things stand on implementing the post-Brexit immigration system

Our next Immigration Law Academy is on the following dates:

- 25 January 2021, from 2.00pm to 4.00pm & 25 January 2021, from 10.00am to 12.30pm (fully booked)
- 8 March 2021, from 2.00pm to 4.00pm & 9 March 2021, from 10.00am to 12.30pm
- Additional dates for the remainder of 2021 will be released soon

#### Duration and cost

Two two-hour sessions - £295 plus VAT per participant. A discount will be applied if you have two or more attendees from the same organisation.

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## Sponsorship

HR professionals, in-house counsel and company officers responsible for sponsored skilled workers will find this course invaluable. The course focusses on key day-to-day issues that sponsors deal with, as well as what the recent and upcoming changes are for sponsors due to the new immigration system coming into effect, especially due to the implementation of the new Skilled Worker and Intra-Company Transferee routes from December 2020. It is highly recommended for sponsors who are expecting a visit from the Home Office or are dealing with compliance issues. New sponsors and businesses where there has been a change in personnel handling sponsorship duties will also benefit greatly from this comprehensive sponsorship course.

### Course outline

- Overview of sponsorship
- Fulfilling sponsor duties, including reporting duties relating to sponsored Skilled Workers and Intra-Company Transferees
- A review of EU Settlement Scheme for EEA nationals and their family members
- Secondments

### Duration

1 day

## Prevention of illegal working

The Government's prevention of illegal working scheme presents a host of challenges for employers to negotiate: How can you mitigate your corporate exposure to civil penalties and your corporate and even personal exposure to criminal liability? How can you minimise the scope for claims of discrimination whilst ensuring that all your employees have appropriate documentation of their right to work in the UK?

This course empowers you to ensure that you and your organisation avoid the pitfalls and penalties of illegal working. It incorporates our modular sessions "Right to work checks" and "Prevention of Illegal working: hiring and dismissal".

### Course outline

The course covers how to check employees' right to work documentation and why document checking is important.

We are currently including a specific section on carrying out checks for EEA nationals and their family members during the post-transition grace period from 1 January 2021 to 30 June 2021. We also talk you through the prevention of illegal working issues that crop up during the lifecycle of an employment relationship, from the hiring stage, to contract language and secondments, to best practice in a termination situation.

### Duration and cost

3 hours

### How to book

Please contact [joanna.hunt@lewissilkin.com](mailto:joanna.hunt@lewissilkin.com) or your usual contact at Lewis Silkin

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## Modular courses

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We offer a set of modular courses that explore key immigration topics in depth for HR, in-house legal, managers, anyone with operational responsibilities for immigration and high-net worth individuals.

Each course can be run as a single session. Alternatively, two or more courses can be combined to create a training programme to your specifications.

These are all standard courses, but we can include references to your own policies and procedures to ensure that they are fully relevant to your business – just send us the applicable policies in advance.

Each course is priced individually. If you choose to combine courses together we can agree a discounted price, and the total cost for one full day of training (delivered on the same day) will not exceed our standard price for a one-day course.

### Brexit and immigration

Our Brexit session is popular with UK employers trying to understand the immigration implications of Brexit on their businesses. We can provide training for large or small groups on the Government's Brexit policies. We can tailor this for HR staff who need to understand how they will be able to lawfully employ EU staff from 2021 and for employees who are directly affected by the new arrangements.

We offer a presentation or a roundtable discussion depending on your preference. We are flexible regarding length, but we recommend a session of two hours to give employees a comprehensive understanding of their rights, the available documentation and an opportunity to ask any questions they may have.

#### Course outline

This session covers how your organisation's EEA national employees and their family members are affected by Brexit and the end of the transition period. We will explain how they can best secure their rights under the EU Settlement Scheme, frontier worker permit arrangements and/or British nationality law. Participants will learn what options are available to EEA nationals and their family members and how to make a strong application. We will discuss considerations to keep in mind when planning for settled status and British citizenship.

#### Duration

2 hours. Costs relating to surgeries will depend on your needs, and will be agreed in advance.

### Immigration update

UK immigration requirements change on a daily basis. Based on our popular "What's happening in immigration law" sessions, we can run an immigration update course for you at your premises. At these information-packed sessions you will learn how your organisation is affected by the latest changes and what you can do to ensure you avoid any potential pitfalls.

This course is delivered as an interactive session. As always, relevant guides are provided to take away, along with a copy of the slides.

#### Course outline

This course looks at the changes to the immigration routes for sponsored workers under the new Skilled Worker and Intra-Company Transferee routes. We will explain the legislation, policies and practices in sponsor compliance and prevention of illegal working. Your organisation's EEA migrant employees might be interested in their immigration status and options post-Brexit, and we can address their concerns. Immigration update topics will vary, depending on what is happening at the time.

#### Duration

2 hours

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## Overview of sponsorship

Immigration requirements are increasingly onerous for all UK employers, and for sponsors of migrant workers. At the same time, potential penalties for non-compliance are multiplying. Help safeguard your organisation's fitness for the future with a review of the sponsorship system.

We can tailor the level of detail covered in this course to meet your needs. Select the one-hour option for a quick introduction to sponsorship, including the changes associated with the implementation of the new Points-Based Immigration System (PBIS) for workers from December 2020. The two-hour version will be more useful to those with day-to-day sponsorship responsibilities and includes case studies to bring issues to life. For an even more comprehensive knowledge of sponsorship duties, processes and pitfalls, we recommend our core course on sponsorship (see page 6).

### Course outline

Topics include the processes involved in sponsoring a migrant worker and fulfilling sponsors' duties to the Home Office.

### Duration

1 to 2 hours

## Right to work checks

All UK employers are at risk of incurring criminal and civil penalties for employing illegal workers. The Immigration Act 2016 extended criminal liability to the employing organisation, putting directors at risk. Illegal workers themselves are also subject to criminal liability. Your organisation needs robust document checking practices in place to minimise its exposure to these risks. This course will ensure that your managers and/or HR staff know what documentation to look for and what to do with it!

We will use case studies during this course to illustrate specific points and generate plenty of discussion.

### Course outline

- The significance of an employee's start date
- Potential civil and criminal liabilities
- Acceptable documentation for employees who are settled in the UK
- Acceptable documentation for employees with time-limited visas
- The impact of Brexit and COVID-19 on right to work checks
- Online checks
- Positive verification notice processes
- Verifying documents
- Keeping records and diarising rechecks

### Duration

1 to 2 hours

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## Prevention of illegal working: hiring and dismissal

The Home Office has employers negotiating the fine line between complying with immigration policies and exposing themselves to liability under employment law. This course examines the immigration compliance challenges faced by an employer when hiring or terminating someone's employment.

We will use case studies during this course to illustrate specific points and generate plenty of discussion.

This course explores best practice in the following areas:

- Recruitment, including when to raise the issue of work authorisation
- Contracts, including claw-back clauses
- Changing employers
- Termination
- Mergers, sales and takeovers

### Duration

1 hour

## Fulfilling sponsor duties

The revocation or suspension of a sponsor licence can devastate a business. Unfortunately, losing a sponsor licence is a common occurrence, as the Home Office tries to avoid even the risk of immigration control being breached. This course reviews the compliance, record keeping and reporting responsibilities of sponsors of migrant workers in the UK. It will help you ensure that your organisation maintains the ability to sponsor migrant workers, now and under the new Points-Based Immigration System (PBIS).

We will use case studies to bring issues to life and generate plenty of discussion. The "Fulfilling sponsor duties" course includes the content of the course "Reporting duties relating to sponsored Skilled Workers and Intra-Company Transferees" (see below), but also addresses sponsors' wider responsibilities.

### Course outline

- Eligibility for sponsorship
- Changes to sponsorship under the PBIS
- Certificate of sponsorship requirements
- Documenting ongoing compliance during the course of employment
- Reporting changes for sponsored skilled workers and intra-company transferees
- Reporting corporate structure changes

### Duration

2 hours

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## Skilled Workers and Intra-Company Transferees

The new Skilled Worker and Intra-Company Transfer routes are available from 1 December 2020 for non-EEA nationals, and from 1 January 2021 for EEA nationals and their family members. Employers will need to get to grips with the requirements of the new routes when needing to sponsor skilled employees from around the world. This course will provide an overview of what is required to make a successful application under the two categories.

### Course outline

- Eligibility requirements for the Skilled Worker category
- Eligibility requirements for the Intra-Company Transferee category
- Processing considerations

### Duration

2 hours

## Reporting duties relating to sponsored Skilled Workers and Intra-Company Transferees

Sponsoring migrants to work in the UK comes with the responsibility to report to the Home Office on changes to their role and circumstances. If reporting is not undertaken correctly, it can jeopardise the ongoing employment of the individual and the business's ability to continue to employ migrant workers. The company and its directors even risk criminal prosecution for failure to report changes. This course will help users of the sponsorship system understand what needs to be reported in relation to each sponsored Skilled Worker or Intra-Company Transferee, as well as when and how to escalate.

We will use case studies to bring issues to life and generate plenty of discussion.

For a more comprehensive review of sponsors' duties to the Home Office, including compliance and recordkeeping duties as well as the reporting duties relating to Skilled Workers and Intra-Company Transferees, consider our course "Fulfilling sponsor duties" (see above).

### Course outline

- Salary changes
- Promotions and job title changes
- Absences
- When a change of employment application is required
- Secondments
- Termination
- The mechanics of recordkeeping and reporting

### Duration

1 hour

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## Secondments

Everything you ever wanted to know about immigration and secondments, in one quick session! Businesses' needs routinely dictate secondment arrangements, but immigration requirements need to be taken into account, to ensure the business is compliant and to maintain migrants' immigration status. This course covers immigration routes relevant to secondments. It also explores issues that crop up when seconding a sponsored skilled worker.

We will use case studies to bring issues to life and generate plenty of discussion

### Course outline

- Who should be the sponsor?
- Effect on settlement options
- Reporting requirements for sponsored workers
- Graduate Trainees
- Visitors
- Secondments from the EEA

We run a version of this session for law firms, which includes a discussion on the Law Society's scheme for international lawyers.

### Duration

1 hour

## Visa options for business and investment

If you support organisations or individuals who are starting businesses or seeking to invest in the UK, allow us to explain their options to them.

We offer two versions of the course. One is for entrepreneurs, businesses establishing a presence in the UK and investors generally. The other is designed for universities seeking to support their business or entrepreneurship students. As always, guidance materials are provided to take away and refer to later.

### Course outline

We can explain UK immigration options for established innovators and those embarking on their first innovative business venture, businesses establishing a presence in the UK and investors. This includes detailing all the relevant immigration categories, including eligibility requirements, timing issues, documentary requirements and planning for settlement in the UK.

We would be pleased to run this session at premises of your choice for your clients or contacts.

### Duration

2 hours

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## Tailored training

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If none of our standard courses meet your needs, we can design a course for you on any immigration topic of your choice. This can be a more tailored version of one of our existing modular courses or a completely new course – it is entirely up to you.

Whether you want an in-depth look at a specific issue or an overview of a more obscure topic, we can create a course to meet your exact requirements. We can build courses around the immigration issues for your particular sector. Our tailored courses can be of any length, from one hour to a full day. Your course can be for any type of workplace audience – all staff, managers, employee representatives, HR or in-house legal.

Our tailored courses can be based around your own policies and practices, and designed to have an “in-house” look and feel. We can also provide a blended approach, using a combination of pre-course exercises and live training to fully engage participants.

Examples of some of our previous tailored courses for clients include

- Senior recruitment and sponsoring skilled workers
- Sponsorship and compliance issues for law firms
- Sponsoring football players
- Immigration update for fashion model agents

### Cost

The cost for a tailored training session will depend on your requirements, the length of the course and the amount of preparation work involved, but we will always discuss and agree the cost with you in advance.

We will agree a preparation fee in addition to our standard presentation fee, giving you a total cost for preparing and running the course. The preparation fee will be fixed based on the topic and the amount of tailoring involved.

### Want to know more?

To discuss designing a course or find out more please contact Joanna Hunt [joanna.hunt@lewissilkin.com](mailto:joanna.hunt@lewissilkin.com) or Emma Richardson [emma.richardson@lewissilkin.com](mailto:emma.richardson@lewissilkin.com) or your usual immigration team contact.

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# E-Learning

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Live face-to-face or WebEx training may often be a good way to learn, but there are times when you need a different training solution. Our e-learning courses and videos are designed to give you a flexible training option which doesn't compromise on quality. Whether you want a standard course for compliance purposes or a bespoke course or video to address a particular need, we can design online training around your requirements.

All of our e-learning courses are practical and fully interactive, in the same way as our live training. We use case studies, film clips and quizzes to engage the participants and bring the subject to life.

We can also let you know which participants have successfully completed each course, and provide you with a document showing this information so you can track completion for compliance purposes.

## Standard Courses

We have standard e-learning courses, based on our live training sessions. They are available as a complement or alternative to our classroom modular sessions.

You can buy these courses at a fixed price giving you unlimited access to them for an unlimited number of participants. We do not charge an additional licencing fee or vary the price depending on the number of employees to be trained.

## How to conduct right to work checks

This modular e-learning course can be offered to your managers and/or HR staff to introduce the key concepts to be aware of in relation to carrying out right to work checks, or to reinforce previous learning. We can include references to your own policies and procedures to ensure that the session is fully relevant to your business.

### Course outline

- Why right to work checks are important
- How to conduct right to work checks
- Quiz questions

## Sponsorship duties

This modular e-learning course for HR staff is designed to provide an overview or refresher on what systems and records sponsors of Skilled Workers and Intra-Company Transferees must have in place, as well as the matters they need to report to the Home Office.

### Course outline

- HR systems
- Recordkeeping duties
- Reporting duties
- Home Office audits
- Quiz questions

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## Skilled Workers and Intra-Company Transferees

This modular e-learning course for managers and HR staff covers the requirements for making applications under the Skilled Worker and Intra-Company Transferee immigration categories.

### Course outline

- Eligibility requirements for the Skilled Worker category
- Eligibility requirements for the Intra-Company Transferee category
- Processing considerations
- Quiz questions

As with our live training, we can include references in our standard e-learning courses to your own policies and procedures to ensure that they are fully relevant to your business – just send us the applicable policies in advance. We can incorporate your own logo into the design of the course. If you wish, we can also include a filmed clip of someone from your own business which introduces or endorses the messages in the course.

You can view a sample of our e-learning courses on our website here: <http://www.lewissilkin.com/EIR/Services/HR-Services/Employment-Law-Training/E-Learning>

### Tailored courses

We can design an e-learning course for you on any immigration law topic of your choice. This can be a more tailored version of our standard course, or a completely new course.

The cost for this will depend on your requirements and the amount of preparation work involved, but we will always discuss and agree the price with you in advance.

### Video presentations

Our video presentations allow you to deliver training to specific employees such as managers and/or HR, or to your entire organisation, at a time and place that is convenient to them.

We are able to produce our face-to-face courses in video format, or to devise a video on a specific immigration law topic. We can tailor the content to suit your individual business or industry sector.

The cost for this will depend on your requirements, the length of the video and the amount of preparation work involved. We will always discuss and agree the price with you in advance.

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# Immigration Handbooks

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Our immigration handbooks provide you with information on specific topics that you can share with colleagues and use as a handy reference tool in your day-to-day work. They are designed to highlight the most important points about a topic and to give practical tips that can be used to help your staff work confidently and efficiently on immigration-related tasks. In addition to our standard handbooks, we are able to design bespoke documents tailored to your organisation and requirements.

Our handbooks are an ideal resource for sharing information widely within your organisation. They can also be used for training staff who are new to working with immigration processes, or who can benefit from having a framework to help them organise their tasks and ensure compliance with. Our handbooks have a fixed price.

## The EU Settlement Scheme – Frequently Asked Questions

EU citizens and their family members are anxious to understand what the options and processes are to secure their stay in the UK after the Brexit transition period. This handbook answers the main questions most commonly asked about the Government's scheme to bring EU citizens and their family members within UK immigration law. It is a 'live' document which we update as and when we receive additional information from Home Office contacts and when new developments are announced.

### Outline of the handbook

- Overview of the EU Settlement Scheme and who it applies to
- What the application involves, including a step-by-step walk through of the process
- Non-European family members
- Showing five years continuous residence
- Citizenship

## Compliance guide for sponsors of skilled workers

Our compliance guide for sponsors of skilled workers outlines the key concepts and obligations of sponsoring employees to work in the UK under the Skilled Worker and Intra-Company Transfer routes of Points-Based Immigration System. It is written in a practical style and includes example spreadsheets, checklists, questionnaires and flowcharts designed to reduce the effort and guesswork involved in being a sponsor.

### Outline of the handbook

- Right to Work and prevention of illegal working
- Record keeping
- Reporting
- Tracking and monitoring
- Maintaining contact details
- General duties
- Table and templates
- Glossary, acronyms and abbreviations relevant to sponsorship of skilled workers

### Cost

The cost here will be reduced when combined with us acting to secure a sponsor licence or carrying out a mock sponsorship audit.

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## Right to work guide for UK employers

Our Right to work guide outlines the key concepts and obligations of the UK's right to work regime. It includes step-by-step details on how to conduct right to work checks including screenshots of the online right to work check process. It also includes tips on how to avoid some of the common compliance pitfalls in this area.

### Outline of the handbook

- Overview of the UK's illegal working regime
- How to check employees' documents
- Implications of COVID-19 on right to work checks
- EEA nationals and Brexit
- Transfer of undertakings
- Situations where the statutory excuse will be unavailable
- Suspected or confirmed illegal working
- Documents needed on file as evidence of employees' right to work

### Tailored handbooks

We can design a bespoke handbook for you on any immigration law topic of your choice. This can be a more tailored version of one of our standard handbooks, or a completely new one.

The cost for this will depend on your requirements and the length of the handbook, but we will always discuss and agree the price with you in advance.

## Your immigration team

We have a team of specialist immigration lawyers who run our training courses. We are dedicated immigration lawyers, so you know you are getting a legal expert as well as an experienced trainer.

Please feel free to contact us if you would like to discuss your training needs. You can get in touch with your regular contact on the immigration team, or with Andrew, Joanna or Emma on the details below.



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“Good, clear and to the point with the right amount of coverage”

“Relevant content, easy to understand, interesting and engaging”



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