



TREK ACCOUNTANTS LTD

Trek Accountants Ltd
The Barbican Centre
Lustleigh Close
Matford Business Park
EXETER EX2 8PW

28th July 2023

Private & Confidential

The Licensing Department
Mid Devon District Council
Phoenix House
Phoenix Lane
TIVERTON EX16 6PP
by email to licensing@middevon.gov.uk

our ref: BE1731
your ref: MDV PR0088

Dear Sirs

Our Client: Belluno Bar & Grill Limited (Belluno)
Provision of Right to Work Checks service.

We are an Exeter based accountancy firm and we are writing to confirm we are retained to provide accountancy and payroll services to Belluno on the instructions of its director Mr Haqif Derti.

In addition to accountancy and payroll services, we offer ancillary services to our clients including right to work checks. Since 6 January 2023 we have provided this service to Belluno for new members of staff of Belluno. To date we have assisted Belluno to perform right to work checks on 11 individuals.

We conduct manual right to work checks for Belluno. All checks are conducted in accordance with guidance issued by the Home Office on how to conduct right to work checks. The process followed is that

1. First, Bellunos find and interview an individual for a position within their business. If Belluno wish to extend an offer of employment to the individual, they will ask to see the individual's identity documents.
2. Belluno themselves will check that the documents presented to them appear to be genuine and will check the share code (where provided). Belluno will check:


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- a. That the individual presenting the documents appears to be the same person who is presenting the documents to them by reference to the photographs on the documents.
 - b. That the documents appear to be genuine.
 - c. That the expiry dates for any required permission to be in the UK have not passed.
 - d. Any right to work restrictions that have been imposed on the individual to identify any conflicts between the restrictions and their proposed employment; and
 - e. If an individual's right to work in the UK is time limited, take note of this and diarise to re-confirm the individual's right to work status on an appropriate date.
3. Belluno then takes copies of the documents and sends them to us to conduct verification by a manual check on their apparent genuineness and (where necessary) the right of the individual to work in the hospitality sector. We do this by checking:
- a. That the photos and dates of birth are consistent across the documents.
4. The copy documents are retained by us and kept on file. We advise our client of the result and the offer of employment is then able to be confirmed.

As an example, we have attached one of the manual right to work checks that we carried out for Belluno with appropriate redactions.

Yours faithfully


Trek Accountants Ltd


Encs. Worked example of right to work checks.