



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **SAUDI ARABIA BUSINESS/WORKING VISIT STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- From November 6th 2023 applicants must attend an appointment at the Saudi Visa Centre, and have their bio metrics taken.
  - Our process remains the same, in which we will check your documents, book the appointment, and assist you at the visa centre on the day.
  - Applicants must pay for their applications at the visa centre. Regent visas will bring their card just in case.
- Passport
  - It must be a digital passport and be valid at least six months from date of lodging.
  - Have at least two blank visa pages opposite each other.
- Supply your Marital Status and Religion.
- 2 Passport sized photos
  - Be of photo booth quality on an off whitish background. These can be stapled either side of the face to the visa form.
- An Original UK Company Letter, containing the following information. It must be in the exact same format as the UK letter template in our pack.
  - Be on company headed paper, stamped, dated and signed by the head of department in accordance with the following:
  - Be addressed to the Embassy.
  - Include the following line: The company (enter your company name) registered in Britain under registration number (enter number here), whose activities are in (state the industry you are in) requests a visa to be granted for their company's employee :
  - State the name of the company being visited, and its address.
  - State the number of entries required (Single, Double or Multiple).
  - State the name of the applicant as written in their passport.
  - Type of Visa.
  - Travel Date.
  - Applicants job title.
  - Duration of visit.
  - Reason for travel.
  - Start date at the company.
  - Applicants Nationality.
  - Passport number.
  - State the UK company is financially responsible for the applicant.
  - The date of travel in the letter must be a minimum of 10 calender days after the appointment date
  - The signatory of the letter must submit their signature to the London Chamber by completing the Formal Undertaking form in our pack. It can either emailed to them or Regent Visas can hand in a copy with the UK letter.
  - Regent Visas can get your UK letter stamped. Kindly add it to your order by going to "Other Products" and under "Legalisations" and choose "UK letter verification by London Chamber".
- Copy of letter of Invitation from the Saudi Ministry of Foreign Affairs. There are 2 versions:
  - a) Final approval. (this is a pre approved Visa).
  - b) Invitation (this is not an approved Visa). Females should not apply with these and will probably be rejected.
- If you have been converted to Islam then you must supply a copy of your conversion certificate.
- It is now mandatory to obtain and pay for a Medical Insurance via official Saudi Government Enjaz website, before applying for visa E number.

## **SAUDI ARABIA BUSINESS/WORKING VISIT STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- The Insurance fee charged when applying for an E number is generated by the Saudi online system. It starts from £50 plus vat and the price is effected by gender and age. It is non negotiable and will be added to your invoice.
- Authorisation Form
  - You must complete this form to allow Regent visas to collect your visa when ready.
  - You find this in our downloadable pack.
- Supply a copy of the Trading License/VAT registration certificate of the Company
  - If the company has a branch in Saudi then supply the document from the Saudi company, if not, then supply it from the UK company.
- Regent Visas Order Form
  - You will find this form in our document pack.
- Important note:
  - If you have a valid Saudi visa then you cannot apply for a new visa unless there are just 2 days left to before it expires.
  - Kindly note that depending on the time of year, some nationals might be requested to apply with a pre-approved invite.
  - Multiple entry visas are valid from 3-6 months to 1-2 years
  - Single entry visas are valid for 1-3 months from date of issue.
  - Saudi visas issued in the UK can only be used to enter Saudi by air. However, if you have a multiple entry visa you can enter by road on your second entry.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

|          |                      |
|----------|----------------------|
| Line 1   | <input type="text"/> |
| Line 2   | <input type="text"/> |
| City     | <input type="text"/> |
| Country  | <input type="text"/> |
| Postcode | <input type="text"/> |

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

## APPLICANT DETAILS:

| No. | Name and Surname     | Nationality          | Passport number      |
|-----|----------------------|----------------------|----------------------|
| 1.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## VISA DETAILS:

| No. | Visa type  | Visa service type                | Date of travel       | Documents required by |
|-----|--|----------------------------------|----------------------|-----------------------|
| 1.  | <input type="text"/><br>Saudi Arabia<br>Business/Working visit | <input type="text"/><br>Standard | <input type="text"/> | <input type="text"/>  |

## DISPATCH METHOD

|                               |                                  |
|-------------------------------|----------------------------------|
| In Person                     | <input type="radio"/>            |
| Special Delivery              | <input type="radio"/>            |
| To Be Confirm                 | <input type="radio"/>            |
| Pre-paid RMSD Enclosed        | <input type="radio"/>            |
| Pre 9am Special Delivery      | <input type="radio"/>            |
| Saturday Special Delivery     | <input type="radio"/>            |
| Saturday 9am Special Delivery | <input type="radio"/>            |
| Courier                       | <input checked="" type="radio"/> |

## PAYMENT METHOD

|   |                       |
|---|-----------------------|
| Cash (in person upon collection)            | <input type="radio"/> |
| Cheque (Please enclose cheque to this form) | <input type="radio"/> |
| Paypal                                      | <input type="radio"/> |
| BACS  | <input type="radio"/> |
| Card  | <input type="radio"/> |

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE