



## 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.

## **SOUTH KOREA (GO TO KOREA-REP SOUTH) TREATY TRADE (D-9) STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Important Visa Information
  - D-9 is a treaty trader visa
  - Sometimes the original of the invite for business might be asked for Non British passport holders without a reason.
- Regent Visas Order Form
  - You will find this in our document pack.
- Letter of Invitation
  - Has to have a signature and companies seal or stamp.
  - Must include the purpose, exit and entry.
  - Must include the applicants passport details.
  - Needs to be on company headed paper, must include the address, phone and fax numbers.
  - State the relationship with invitee and inviter.
  - Has to include who is financially responsible for the trip to china.
- Photographs
  - One recent passport sized color photograph
- Visa Application Form
  - You will find this in our document pack.
  - You can either print it and fill it in by pen, or you can follow the online link in our document pack to fill it in online after printing, must be signed.
  - You will find a declaration page at the end of the application form, please fill this in as well.
- Passport
  - Has to have at least two blank visa pages.
  - Be valid 6 months after the entry date into South Korea

# 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	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<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.	South Korea (go to Korea-Rep South) Treaty trade (D-9)	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:

<input type="radio"/>	VISA
<input type="radio"/>	VISA DEBIT
<input type="radio"/>	MAESTRO
<input type="radio"/>	MASTER CARD

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE

By signing this order, the Regent Visa holder agrees to the conditions of sale and to the terms of the order, to the payment of the fee, to the delivery of the documents, up to and including the return of my documents and passports. Also I give authorisation to charge variable amount to my credit/debit card.