



## 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.

## **CHAD BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Kindly note all applications are sent to the Embassy in Belgium as there is no representation in the UK. Courier fees are included in the cost of the visa fee.
- Passport
  - It must have two clear pages.
  - Has to be valid 6 months after the date of entry into Chad.
- Complete Visa Application Form.
  - Must be completed on line, printed and signed in black ink.
  - You will find also find a link to the application form in our document pack.
- Photographs
  - Provide one recent passport sized colour photograph of photo booth quality.
- Supply a UK Company Letter
  - Include the name of the company being visited (same as company name on the invite).
  - Has to be addressed to the Embassy.
  - Applicants name.
  - Passport number.
  - State the dates of entry, exit and purpose of the visit.
  - State the company is financially responsible for the trip.
  - The purpose of visit to Chad should only be for business discussions and the subject of those discussions. Otherwise a work permit maybe requested.
  - Include the following points:
- Copy of a Letter of Invitation from the company in Chad:
  - State who will be taking Immigration responsibility for the applicant whilst in Chad.
  - Has to be addressed to the Embassy.
  - State that the company will be financially responsible for the applicant whilst in Chad.
  - Applicants full name.
  - Include the following points:
- Proof of travel arrangements (hotel & flight confirmation).
- Regent Visas Order Form
  - You will find this in our document pack.

# 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" value="Chad Business"/>	<input type="text" value="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