



## 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.

## **CONGO (KINSHASA) BUSINESS SAME DAY VISA FOR UNITED KINGDOM NATIONALS**

- Passport:
  - Must have 3 blank pages. Two of the blank pages must be opposite each other.
  - The passport must be valid for at least 6 months beyond the start date of the visa.
- Visa Form
  - Complete in black ink. This is obtainable in our downloadable pack.
- A copy of a valid Yellow fever certificate.
- Return Flight confirmation from Dem Rep of Congo.
- Hotel confirmation.
- One photograph. It must be on an off white background and be of photobooth quality.
- An original UK Employers letter:
  - Date the letter.
  - Address it to the Embassy.
  - State the applicants name.
  - State dates of entry and exit, how many entries required. and length of the visa.
  - State the company is financially responsible.
  - Name the company being visited.
  - State purpose of the journey.
- Proof of funds showing enough money for at least £35 per day.
  - This can either be a bank statement or a credit card statement showing funds available.
- Proof of Address:
  - Either supply a recent Utility bill or a recent non online bank statement with at least £35 per day of stay in the Congo.
- Regent Visas Order form:
  - This is obtainable from our downloadable pack.
- A copy of an Invitation letter written in French:
  - This must have the same points and dates of entry and exit as the Employers letter.
  - In addition it must be notarised at the Mayor's office before being certified by the Ministry of Foreign Affairs (DGM) or the bureau of Immigration.
  - Have the Company stamp on it.
  - Be signed by a supervisor or HR management.
- Important information:
  - The first stage of completing the application online is to book an appointment. You must choose Regent Visas from the drop down list of Agents.

# 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.  | <input type="text" value="Congo (Kinshasa) Business"/> | <input type="text" value="Same day"/> | <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