



## 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.

## **GABON BUSINESS EXPRESS-SUSPENDED VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - Must be valid for at least 6 months when applying.
  - It must have 3 blank pages, with 2 of them facing each other.
  - Also supply a copy of the photo details page from the passport.
- Visa form
  - Completed one by hand in black ink. The photo should be attached by paper clip.
- Photograph
  - 2 photos of photo booth quality on an off whitish background. It cannot be fixed to the visa form.
- Flight itinerary
- Employers Letter:
  - Include the following points:
  - State purpose of journey.
  - Be headed to: 'The Order of Mission'
  - Passport number and Nationality.
  - Addressed to the Embassy.
  - Applicants full name.
  - State number of entries and length of visa needed.
  - Confirm financial responsibility.
  - Be signed by a superior.
  - State applicants date of Birth.
- Invite letter:
  - Include the following points:
  - State purpose of journey
  - Applicants full name.
  - State number of entries and length of visa needed.
- Supply a colour copy of the Yellow fever certificate.
- Proof of UK Residence
  - A valid UK visa in the passport
  - An Original UK residence card, plus a colour photocopy of both sides of it.
  - EU members can supply copy of the current utility bill.
- Complete the Gabon Authorisation form.
- Supply a copy of the Hotel Reservation.
- Proof of address.
  - Provide a copy of a current utility bill with the applicants UK address on it.

## **GABON BUSINESS EXPRESS-SUSPENDED VISA FOR UNITED KINGDOM NATIONALS**

- Provide a copy of the applicants latest Bank Statement.
  - Not required if the UK company letter states it covers all Expenses.
- Yellow Fever Certificate
  - Supply original plus a copy
- Copy of the UK Companys Registration document.
- Regent Visas Order Form:
  - You will find this in our document pack.
- Important points:
  - You must take a Yellow fever certificate into Gabon.
  - All visas are valid for 3 months from date of issue.

# REGENT VISAS ORDER FORM



CONTACT NAME

TELEPHONE NUMBER

ADDRESS

EMAIL ADDRESS

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

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="Gabon Business"/>	<input type="text" value="Express-Suspended"/>	<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