



## 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.

## **EQUATORIAL GUINEA BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - Also supply 3 copies of the photo details page from the passport.
  - The passport must have at least 1 blank page.
  - Must be valid for at least 6 months from date of return from Equatorial Guinea.
- Visa forms:
  - Complete 3 visa forms by hand.
- Photographs
  - 3 photos of photo booth quality on an off whitish background.
- An Employers Letter:
  - Include the following points:
    - Addressed to the Embassy.
    - Applicants full name.
    - Passport number and Nationality.
    - State purpose of journey.
    - Name of company being visited
    - State number of entries and length of visa needed.
    - Confirm financial responsibility.
  - Supply 3 copies of the letter. The letter does not have to be original.
- Invite letter (no older than 2 months):
  - Supply 3 copies.
  - Be legalised by the General Director of National Security in Equatorial Guinea
  - Applicants full name.
  - State purpose of journey
  - Passport number and Nationality.
- Flight itinerary. Supply three copies.
- An original Police clearance certificate (DBS) no older than 3 months.
  - Also supply a total of 3 copies.
- Regent Visas Order Form:
  - You will find this in our document pack.
- Important points:
  - Single entry visas are valid up to 60 days.
  - Multiple entry visas are valid for 60 days.

# 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="Equatorial Guinea 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