



## 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.

## **SAUDI ARABIA BUSINESSMAN-SUSPENDED NORMAL SUBMISSION VISA FOR UNITED KINGDOM NATIONALS**

- **Passport**
  - It must be a digital passport and be valid at least six months from date of lodging, and have no Israeli stamps in it.
  - Have at least two blank visa pages opposite each other.
  - The passport should not have a valid Saudi Visa. If you do and it is valid for two weeks or less then the Embassy will automatically cancel it. If it is valid up to one month then include a letter, addressed to the Embassy, requesting it to be cancelled. If its valid for more than one month then the Embassy will not accept your application.
- **Visa Form**
  - You will find this form in our document pack.
  - Written in Black ink only.
  - In block capitals only.
  - No handwritten changes.
  - Must state religion either as Muslim or non-Muslim.
  - You must answer all questions including Previous Nationality (even if the previous nationality is the same as the current), Current Nationality & Religion.
- **2 photographs**
  - Be of photo booth quality on an off whitish background. These can be stapled either side of the face to the visa form.
- **An Original UK company support letter:**
  - It must copied exactly from the Business Man Form template which is included in our downloadable pack. It must be signed by someone in the highest level in the company. It must be written in either English or Arabic.
  - Be addressed to the Embassy.
  - Be on company headed paper.
  - Has to be original, with an original signature.
- If you have been converted to Islam then you must supply a copy of your conversion certificate.
- **E-number.** This is created by Regent visas and is included in the visa fee.
- **Regent Visas Order Form**
  - You will find this form in our document pack.
- **Important note:**
  - Visas for businessmen/women can be issued by the Embassy without the need for an invitation if your job title includes: Proprietor, Chairmen, members of Boards of Directors, or their representatives and managers of those companies/corporations. The issuance of this visa is not guaranteed.
  - Multiple entry visas are valid for 1-6 months from date of issue. 1 year issuance is unlikely.
  - Single entry visas are valid for 1-3 months from date of issue.
  - Saudi visas issued in the UK can only be used to enter Saudi by air. However, if you have a multiple entry visa you can enter by road on your second entry.
- Please note that from 29/3/2016 the UK letter must be stamped and verified by the London Chamber of Commerce.
  - The signatory of the letter must submit their signature to the London Chamber by completing the Formal Undertaking form in our pack. It can either emailed to them or Regent Visas can hand in a copy with the UK letter.
  - Regent Visas can get this letter stamped for you. You can add this UK letter verification by the London Chamber to your order.

# 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.

## 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="Saudi Arabia BusinessMan-Suspended"/>	<input type="text" value="Normal Submission"/>	<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