



## 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.

## **TOGO BUSINESS E-VISA EXPRESS VISA FOR UNITED KINGDOM NATIONALS**

- One completed visa form
  - You will find one in our downloadable pack
- Valid UK visa unless you do not need a visa to live here.
- A copy of Invite letter from the company in Togo, containing the following points:
  - Be on company letterhead paper
  - Include the name of the applicant
  - State the purpose of journey
  - Bear the signature of the inviting party
  - Bear the stamp of the inviting company
- Employers letter
- Proof of flight booking
- Copy of travel insurance which must bear the applicants name.
- Two colour photos of photo booth quality
  - Write the first and last name and also the applicants telephone number, on the back of them
- Passport with a validity of six months beyond the return date.
  - You must also supply photocopies of the bio pages from the passport
- Regent Visas order form
  - You will find this in our downloadable 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       | <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="Togo Business E-visa"/> | <input type="text" value="Express"/> | <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