



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.

BENIN BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Passport
 - Needs to be valid for at least 6 months when applying.
 - Has to have at least 1 blank visa page.
- Visa Application Form
 - You will find also find a link with this in our document pack.
- Photographs
 - One recent photo.
- Original UK company letter
 - It must be fully addressed to the Benin Embassy in Belgium.
 - State the length of visa and amount of entries needed.
 - The employer is financially responsible for the trip.
 - Purpose of trip and the name of the company being visited.
 - Be signed by the applicant's supervisor or the company's HR department.
 - Passport number and Nationality.
 - Applicants full name.
 - It must include the following points:
- Regent Visas Order Form:
 - You will find this in our document pack.
- Important notes:
 - The visa is valid for 60 days from date of issue. You can stay for 60 days from the date of entry.
 - The Embassy is closed Tuesdays and Thursdays.
 - Your passport must not have Israeli stamps in it.
 - Please note the Embassy is only open Monday-Wednesday-Friday
 - There is no representation in London. The visa will be issued by the Embassy in Belgium.

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="Benin 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