



## 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.

## NIGERIA BUSINESS N/A VISA FOR UNITED KINGDOM NATIONALS

- The Nigerian visa centre requires all applicants to attend an interview to lodge their visa applications and to get their finger scanned.
  - We offer:
    - Regent visas can assist you in obtaining your visa.
    - Documents pre check
    - Booking the appointment
    - Paying for your visa online
    - Meeting the Client on the day of the appointment with your documents
    - Collecting your visa from the Nigerian visa centre and dispatching to you
- Passport
  - Has to be valid 6 months after the date of entry into Nigeria.
  - It must have two clear pages opposite each other.
  - Also a photo copy of the photo page.
- Visa Application Form completed online
  - Visa form completed online. Print and sign. [View Form](#)
  - You will also find a link to the application form in our document pack.
  - Must be completed online, paid for and then printed out.
  - There is a payment needed online, this will go to the government of Nigeria, you can choose to pay or we can pay this for you, the fees will be added to the total visa cost at the end of the process. If you do pay then you must print both the visa acknowledgement slip and payment slip. Make four copies of these documents.
  - To complete the visa form a Google or Yahoo account is needed,
- Photographs
  - Has to have applicants full name printed on the back.
  - Two recent passport sized colour photographs of photo booth quality and on an off whitish background. Staple either side of the face onto the visa form.
  - An identical photo to the two you are supplying, needs to be uploaded onto the online visa form.
- If you have travelled abroad in the last 12 months, then complete the Nigerian visa travel form.
  - You will find one in our downloadable pack.
- If you have not travelled abroad in the last 12 months, then complete the Nigerian Not travelled declaration form.
  - You will find one in our downloadable pack.
- A copy of a UK Company Letter
  - Include the following points:
    - The purpose of visit to Nigeria should only be for business discussions and the subject of those discussions. Otherwise a work permit may be requested.
    - State the company is financially responsible for the trip.
    - State the dates of entry, exit and purpose of the visit.
    - Passport number.
    - Applicants name.
    - Has to be addressed to the Embassy.

## **NIGERIA BUSINESS N/A VISA FOR UNITED KINGDOM NATIONALS**

- Include the name of the company being visited (same as company name on the invite).
- Copy of a Letter of Invitation from the Nigerian company:
  - Include the following points:
    - Applicants full name.
    - State that the company will be financially responsible for the applicant whilst in Nigeria.
    - Has to be addressed to the Embassy.
    - The purpose of the trip must be business discussions. Mention the topic of the discussions.
    - State who will be taking Immigration responsibility for the applicant.
    - State who will be taking Immigration responsibility for the applicant whilst in Nigeria.
- If the collection date of the visa will be later than the travel date on the visa application form, then complete the Nigeria Change of Travel Date form.
  - You will find this in our document pack.
- Copy of the Flight tickets
- Copy of the Hotel confirmation.
- Copy of the passport photo page (including signature) of the person who signed the Nigerian Invite letter.
  - If they are not a Nigerian passport holder then supply a photo copy of their Nigerian Residence card (both sides).
- Copy of the Company Registration document for the Nigerian company.
- Regent Visas Order Form.
  - You will find one in our downloadable pack.
- Important notes:
  - There are 3 method of payments to get a visa. All 3 payments must be made. See below for details:
    - 1. Online visa payment. Regent Visas can make this payment for you.
    - 2. Embassy visa processing fee, either for standard or express service.
    - 3. Payment to OIS the official agency acting on behalf of the Embassy.
  - To apply for a 12 month multiple entry visa you must show an original previously used multiple entry visa. Supply the original passport with the visa in it.
  - To apply for a 6 month multiple entry visa you must show 2 original previously used single entry visas. Both must have been issued by London Embassy. Supply the original passport with the visas in it.
  - A single entry visa is valid for 3 months from date of issue.
  - Regent visas can complete the Nigerian visa form on your behalf. If required kindly add this product from the main menu to your order.
  - If the application is lodged at The Nigerian visa centre after 12pm then the visa will take one extra day to issue.
  - If the applicant has had their finger print scanned they do not need to have them scanned again unless they change their passport since their last visa was issued.

# 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="Nigeria Business"/>	<input type="text" value="n/a"/>	<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