



### **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.

## **KENYA BUSINESS-NOT AVAILABLE STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - Has to have at least two blank visa pages.
  - Has to be valid for at least six months from the date of entry.
- Visa Application Form
  - You will find this in our document pack.
  - Completed by hand in black ink.
- Photograph
  - One recent passport sized colour photograph on an off whitish background. Staple it to the visa form.
- UK Company Letter
  - Can be a copy.
  - Be addressed to the embassy.
  - Be on company headed paper.
  - State the details of the applicant.
  - State the dates of entry, exit and the purpose of the trip to Kenya.
  - State that the UK company is financially responsible for the trip to Kenya.
  - State the company name that will be visited in Kenya.
  - To apply for a multiple entry visa the invite letter for detail why you need one. In addition you must have had at least 4 previous Kenyan visas (single or multiple entry) in your passport to apply for a multiple entry visa.
- Proof of Travel Arrangements
  - Flight booking confirmation for the return or onward flight.
- Regent Visas Order Form
  - You will find this in our document pack.
- You must have had at least 4 previous Kenyan visas (single or multiple entry) in your passport to apply for a multiple entry visa.
- Important information:
  - Visas are normally valid for 3 months from date of issue.
  - Not all Nationals can get multiple entry.
- Visas on Arrival
  - It might be possible to obtain a visa on arrival, this is not guaranteed and will take some time at the borders to Kenya.

# 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="Kenya Business-Not Available"/>	<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