



## 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 E- VISA BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- The following list of requirements need to be uploaded when applying for an E visa. The acceptable format is JPeg and the maximum size is 293k.
  - Regent Visas will complete the e-visa application on your behalf. Complete the Kenyan E-visa form template which you can obtain in our downloadable pack.
- Colour copy of Passport bio page page opposite, plus the Front of Passport cover.
  - When travelling you must have at least three blank visa pages.
  - Has to be valid six months after the date of entry.
- Copy of Return or onward Flight ticket/confirmation
- One Recent Photograph taken within the last 6 months. Cannot be the same as in the passport.
  - Upload one recent passport sized photograph of photo booth quality on an off whitish background. It cannot be the same as in the passport.
  - The photo must measure 5.5cm x 5.5cm.
- Invite letter from the Company in Kenya
- Copy of the Kenyan Company's Registration Certificate.
  - For Multiple entry also supply a copy of the UK Company's registration document.
- Invitation Letter from the host company in Kenya
  - Supply copy of the Staff ID of the person who signed the invite letter.
  - If the person signing the letter is not Kenyan then supply a copy of their Passport details page and their Residence visa (both sides if on a card).
- Copies of any Kenyan Visas obtained within the last year.
- Details of previous trips to Kenya:
  - When asked for previous E-visa numbers you can enter the visa number off paper visas in the passport.
- Provide Next of Kin details:
  - Include contact address and contact number.
- Regent Visas Order Form
  - You will find this in our document pack.
- Important information:
  - Time taken to issue and the actual length of the visa is subjective. So is the time frame from when you must enter Kenya by (usually between 1-3 months from date of visa issuance). These are all dependent on the applicants nationality. Kindly contact Regent visas for more information.
  - Not all Nationals can get multiple entry.
  - All Kenyan Visas are issued as E-Visas.
  - The Visa approval must be printed out in colour and taken with you when you travel.

# 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="Kenya E- Visa 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