



## 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.

## INDONESIA BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Passport:
  - Must have 2 clear pages.
  - Must have at least 6 months to run from arrival into Indonesia.
- Visa form completed online
  - Visa form completed online. Print and sign in black ink. [View Form](#)
  - No hand written amendments are allowed.
  - You will also find the link in our downloadable pack.
  - You must book an appointment at the time of completing the visa form.
  - Regent Visas can complete the online form and apply for the visa your behalf. Kindly add the completing visa form product to your order. You will find our offline visa form template in the downloadable pack.
- Photograph(s)
  - 1 photo of photo booth quality on an off whitish background.
- Proof of UK Residence:
  - Or a colour photo copy of both sides of the UK Residence card.
  - Either as a valid UK visa in the passport with 1 months validity beyond the stay in Indonesia.
- UK Employers Letter addressed to the Embassy:
  - State employer is financially responsible.
  - Purpose of Trip
  - Nationality of applicant
  - Passport Number and Nationality.
  - Date of Birth
  - Applicants full Name
- Invite Letter from the company in Indonesia:
  - Additionally if applying for a multiple entry then the Embassy must have received approval from the Immigration office.
  - Purpose of trip.
  - Mention how many entries and the length of stay required.
  - Applicants name.
  - Addressed to the Embassy.
  - A copy is acceptable. Include the following points:
- Proof of Funds:
  - Supply proof of sufficient means of substance to cover the cost of applicant's intended stay in Indonesia (Bank Statement dated less than a month or traveller's cheques). Minimum £1000.
- Round trip reservation or itinerary which dates and flight numbers specifying entry and exit from Indonesia, including details of onward or return journey.
- Copy of written approval from the Immigration Office in Indonesia should the duration of business is to exceed 60 days.
- If attending a conference/seminar you should also enclose a letter/invitation from the conference host explaining details, including nature, duration and programme of the conference/seminar.
- This national is on the approval-requiring list and must also provide the following document:

## **INDONESIA BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Reference letter issued by Director General of Immigration Jakarta.
- Regent Visas Order form
  - This is included in the down loadable pack
- Important Information:
  - On entering Indonesia this national must provide a copy of reference letter issued by Director General of Immigration Jakarta and the invitation letter used to support the visa application.

# 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.

<input type="text"/>
<input type="text"/>
<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="Indonesia 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:

<input type="radio"/>	VISA
<input type="radio"/>	VISA DEBIT
<input type="radio"/>	MAESTRO
<input type="radio"/>	MASTER CARD
<input type="radio"/>	AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE