

Thank you for choosing GAN Visa Service to handle your application.

We will help to get your visa in 3 easy steps;

First step:

Submit your original documents and forms to GAN Visa using Royal Mail Special Delivery or Courier to the following address.

GAN Visa Services
Southbank House
Black Prince Road
London
SE1 7SJ
United Kingdom

Second step:

Once we receive your documents, we will check them, process the application and forward it to the embassy.

Third step:

When your visa is issued we will collect your passport from the embassy and send it directly to your address.

Saudi Business Visit Visa Requirements

	Documents Checklist	✓
1.	Passport must be valid for more than six months beyond post entry date and have 2 blank pages opposite each other.	☐
2.	Saudi visa application form, (the form is found in this pack).	☐
3.	Two recent colour photographs taken against a white background and printed on high quality photo paper.	☐
4.	An online visa application, we will complete this on your behalf.	☐
5.	A letter of invitation issued by the Saudi Arabia Ministry of Foreign Affairs, or the Saudi Chamber of Commerce.	☐
6.	UK Company Support letter is required with every invite from the Saudi Chamber of Commerce. The letter must be; ➤ Addressed to the embassy ➤ <u>An original</u> document and have the company's full address and contact number. Copied or electronic signed letters are not accepted by the embassy	☐
7.	GAN Visa Order Form	☐

Saudi Embassy Visa and E-Number fee

Single Entry £49
Double Entry £106
Multiple Entry £106

Process time and Handling fee

We charge a handling fee additional to the Saudi embassy visa fee, for our validation service to ensure all of your documents are in order. We will also generate the E-number, as well as covering the courier fees for submitting & collecting the visa application from the Saudi embassy in London.

- ❖ Express takes around 3 working days £100 plus VAT.
- ❖ Standard takes 5 working days £79 plus VAT.
- ❖ 7 Working days £59 plus VAT.
- ❖ Royal Mail Special Delivery £9.

Note

- ❖ Saudi Visas issued in the UK are valid for entry by air only.

PHOTO



سفارة المملكة العربية السعودية
القسم القنصلي - لندن

**EMBASSY OF THE KINGDOM OF SAUDI ARABIA
CONSULAR SECTION**

30 Charles Street, Mayfair, London W1X 8LP
Telephone : (0207) 917 3000 / Fax : (0207) 917 3255

طلب لزيارة عمل

BUSINESS VISA APPLICATION

FOR OFFICIAL USE ONLY

Full Name :		الاسم الكامل :	
Family Name :		الاسم العائلي :	
Date of Birth :	تاريخ الولادة :	Place of Birth :	محل الولادة :
Previous Nationality :	الجنسية السابقة :	Present Nationality :	الجنسية الحالية :
Sex :	☐ أنثى Female ☐ ذكر Male	Profession :	المهنة :
Marital Status :		الحالة الاجتماعية :	
Sect :	المذهب :	Mother's Name :	الديانة :
Permanent Address & Telephone Number in the UK of Applicant :		العنوان الدائم ورقم التليفون في بريطانيا لمقدم الطلب :	
Name, Address & Telephone Number Of Company Being Visited in Saudi Arabia : اسم وعنوان وتليفون الشركة (المؤسسة) المراد زيارتها في المملكة العربية السعودية :			
Purpose of your Visit :		الغرض من الزيارة :	
Passport Number & Place of Issue :		رقم الجواز ومحل الإصدار :	
Date of Issue :	تاريخ الإصدار :	Expiry Date :	إنتهاء الصلاحية :
Duration of Stay in Saudi Arabia :		مدة الإقامة بالمملكة العربية السعودية :	
Dependants Travelling on the Same Passport :		أفراد العائلة (المضافين) على نفس جواز السفر :	

I, the undersigned, hereby certify that all the information I have provided is correct and I will abide by the laws of Saudi Arabia during the period of my residence in it.

أنا الموقع أدناه أقر بأن كل المعلومات التي دونتها صحيحة وسأكون ملتزماً بقوانين المملكة العربية السعودية أثناء فترة وجودي بها.

Applicant's Signature :

Date :

التاريخ :

توقيع مقدم الطلب :

For Official Use Only :

رقم التأشيرة	مدة الإقامة
تاريخها	المصدق
صلاحيتها	المختص

IMPORTANT : THIS SECTION MUST BE COMPLETED FULLY

Full Name :	Nationality :	Point of Entry Into Saudi Arabia :
Company Name and Address in UK :		Tel No :
		Full Postal Code :
U.K. Project Manager :	Travel Agent Name & Post Code :	
Name and Address of Government Dept. or Company Being Visited in Saudi Arabia :		Proposed Departure :
Date :		

تحذير : الإعدام هو عقوبة من يقوم بنشر المخدرات أو تهريبها أو تزويجها في المملكة العربية السعودية.

WARNING: Capital punishment is the penalty for smuggling, promoting or circulating illegal drugs and Narcotics in Saudi Arabia.

GAN Visa Services
Southbank House
Black Prince Road
London
SE1 7SJ
United Kingdom
info@gan-visa.co.uk
+44 (0)20 7061 6463

Visa Order Form

Contact Details	Name	
	Phone	
	Email	

Applicants Details	Full Name	Nationality	Passport Number	Date of Travel

Visa Details	Destination			
	Propose of visit	Business ☐ Tourist ☐ Work ☐ Transit ☐ Government ☐ Study ☐ Working visit ☐ Umrah ☐ Extension ☐ Private ☐		
	Visa Entry Type	Single ☐ Double ☐ Multi 6M ☐ Multi 1Yr ☐		
	Date passport must be in you possession: / /			

Service Type	Express	3 Working Days ☐
	Standard	5 Working Days ☐
	7 Working Days	7 Working Days ☐

Delivery Method	Special Delivery Pre paid envelop ☐	Return address
	Special Delivery £9 ☐	
	International Courier ☐	Post code
	Special instruction ☐	

Payment Method	Bank transfer ☐	Please use your name as the paying in reference.
	Cheque ☐	

I Authorise GAN Visa to check and lodge my documents/visa applications to the relevant embassy on my behalf. GAN visa will not held liable for any delays or losses incurred by a third parties (Embassy, Royal Mail. Courier ...etc)I have read and agree with GAN Visa Terms and Conditions, provided on the Website.

Print Name

Signature:

Date: