

The Travel Visa Company

Your Dedicated, Worldwide Travel Visa Agency



REFERRED BY

i.e. Travel Agent / Tour Operator / Cruise Line / Search Engine / Repeat Customer / Friend / Other

You **MUST** return this front page with your application.

RETURN ADDRESS

The Travel Visa Company Ltd.

Unit 2A, The Courtyard
Regents Park, London Road
Nantwich, Cheshire
CW5 6LW



SUPPORT

If you have any queries or would like additional assistance when completing your application, please contact us and one of our team would be happy to assist.



Telephone: **01270 904 907**



Email: **applications@thetravelvisacompany.co.uk**

Nigeria Business Visa Application Pack

Pre-Check & Application Registration

Thank you for requesting an application pack for a Nigeria Business Visa.

Please complete the following three sections and then return the application pack and all supporting documents to The Travel Visa Company Ltd.

1. Checklist of the documents required
2. Service and delivery options
3. Address and payment details

PLEASE NOTE

This visa application requires all applicants to make a personal appearance at a Nigerian visa application centre in either London or Manchester. As part of our service, we will arrange this appointment for you. Applicants should attend the visa application centre appointment no earlier than 45 days before their proposed travel date.

Nigeria Business single-entry visas are valid for use within 6 months of issuance. Multiple-entry visas are valid for 1 year.

The embassy's application fee is payable at the time of online registration and must be paid for using the applicant's payment card. As such, the applicant must be available to take a call from The Travel Visa Company at the time this is being actioned for security purposes.

Embassy fees vary depending on the nationality of the traveller. The current charge for British citizens is \$314 for a single-entry visa and \$642 for a multiple-entry visa.

You are only eligible for a multiple entry visa if you have previously been issued a visa for Nigeria.

What is included with our Pre-Check and Application Registration service?


- We quality check your application form and all supporting documents to ensure you have provided all the required information, reducing the risk of refusal at the embassy.
- We complete the official online Nigeria Visa application forms on your behalf.
- We arrange your appointment at the Nigeria visa application centre in London or Manchester at a convenient date and time (dependant on opening hours and appointment availability).

1. Checklist of the documents required

✓ Please tick to confirm you have provided the following:

- ☐ **NIGERIA BUSINESS VISA APPLICATION FORM** – Please find attached. It is important to carefully read through all the questions and fully complete all forms in **BLOCK CAPITALS** with a **BLACK PEN**. All application forms **MUST** be printed single-sided. Application forms printed double-sided **WILL NOT** be accepted.
- ☐ **COPY OF PASSPORT** – Please include a copy of the information/photograph page of your passport. Your passport must be valid for at least 6 months from your date of arrival in Nigeria and have at least two blank facing pages.
- ☐ **PHOTOGRAPH x1** – The photograph must be 5 x 5 cm (2" x 2") size, taken no more than 2 weeks prior to submission, against a light background, printed on photographic paper, be full face and non-smiling [without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background].
- ☐ **LETTER OF INVITATION** - You must provide a business invitation letter issued by your inviting company in Nigeria. The invitation letter must include the applicant's name and passport number, full address of the company in Nigeria, purpose of travel and travel dates. It must also state that the company in Nigeria takes full immigration responsibility for the applicant. Please ensure the letter is signed, dated, and addressed to the Nigerian High Commission, 9 Northumberland Ave, Westminster, London, WC2N 5BX.
 - **INVITER'S IDENTIFICATION** – You must also provide a copy of your host's passport. If the host does not hold a Nigerian passport, you must also provide a copy of their Nigerian residency permit.
- ☐ **NIGERIAN COMPANY REGISTRATION** – Corporate Affairs Commission registration Certificate (CAC) from inviting Nigerian company.
- ☐ **UK EMPLOYER LETTER** – You must provide a letter issued by your UK employer. The invitation letter must include the applicant's name and passport number, full address of the company in Nigeria, purpose of travel and travel dates. Please ensure the letter is signed, dated, and addressed to the Nigerian High Commission, 9 Northumberland Ave, Westminster, London, WC2N 5BX.
 - If the inviting company in Nigeria is part of the same company you work for in the UK, you must still provide a letter from the UK office and a letter of invitation from the Nigerian office.
- ☐ **TRAVEL TICKETS** – Please provide a copy of your flight tickets. This must show the applicant's name and detailing your flights in and out of Nigeria.
- ☐ **ACCOMMODATION BOOKING** – Please provide a copy of your hotel booking confirmation. This must show the applicant's name, the name and address of the hotel, and check-in/out dates.

- ☐ **UK IMMIGRATION SHARE CODE** – If you are a non-UK national residing in the UK, you must provide your UK immigration share code on the application form. This can be obtained at: www.gov.uk/view-prove-immigration-status

 Failure to provide us with these documents will result in delays with your application.


2. Service and delivery options

✓ Please tick to confirm which service and delivery type you are requesting:

	Service Type	Processing Time	Embassy Fee	Service Fee	VAT	Total
<input type="checkbox"/>	Standard	15 days	Dependent on nationality	£83.29	£16.66	£99.95
<input type="checkbox"/>	Priority	5 days	Dependent on nationality	£124.96	£24.99	£149.95

IMPORTANT

The processing times above refer only to The Travel Visa Company's processing time. From the date of your visa application appointment, the High Commission have a processing time of at least 5 working days to process the visa.

 If selecting our priority service, please address to "The Travel Visa Company – Priority".

	Delivery Type	Price
<input type="checkbox"/>	Email Confirmation	-
<input type="checkbox"/>	Provide Pre-Paid Envelope*	-
<input type="checkbox"/>	Posted Confirmation	£5.00
<input type="checkbox"/>	Collect from TVC Office	-

DATE OF TRAVEL

DD MM YYYY

LENGTH OF STAY

..... Days

*If you provide a pre-paid envelope please ensure it has your return address and the correct postage amount.

3. Address and payment details

Name:

Address:

.....

.....

Postcode:

Telephone:

Email:

☐ Credit/Debit Card

Name on card:

.....

Card Number:

.....

Expiry Date: CVC:

☐ Paypal paypal@thetravelvisacompany.co.uk

☐ Cheque

☐ BACS Reference:

EMAIL MARKETING (not required)

☐ I would like to sign up to the TVC mailing list.

We do not share your data with any third parties. To view our privacy policy, visit:

www.thetravelvisacompany.co.uk/privacy

Cheque/BACS payments are to be made payable to "The Travel Visa Company Ltd."

Bank Details: 68032405 / 08-92-50

TERMS & CONDITIONS (required)

☐ I have read, fully understood and agree to the Terms & Conditions and Client Declaration.

www.thetravelvisacompany.co.uk/terms

www.thetravelvisacompany.co.uk/declaration

Signed: Date:

Please contact us if you would like to receive a printed copy of these documents.

Personal Information

Title:	<input type="text"/>
Surname:	<input type="text"/> As shown in passport
Given name(s):	<input type="text"/> As shown in passport
Date of birth:	<input type="text"/> DD/MM/YYYY
Place of birth:	
Town/City:	<input type="text"/>
State/Province:	<input type="text"/>
Country:	<input type="text"/>
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Marital status:	<input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other <input type="text"/>
Passport type:	<input type="checkbox"/> Regular <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic
Passport number:	<input type="text"/>
Issuing country:	<input type="text"/>
Issuing authority:	<input type="text"/>
Issue date:	<input type="text"/> DD/MM/YYYY
Expiry date:	<input type="text"/> DD/MM/YYYY
Do you have or have you ever held any other nationalities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes	Other nationality: <input type="text"/> National ID number: <input type="text"/> If applicable Passport number: <input type="text"/> If applicable
Occupation:	<input type="text"/>
Have you ever served in the military?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes	Please provide details: <input type="text"/>

Applicant Contact Details

Phone number:	<input type="text"/>
Email address:	<input type="text"/>
Current address:	
Street:	<input type="text"/>
Town/City:	<input type="text"/>
State/Province:	<input type="text"/>
Postcode:	<input type="text"/>
Country:	<input type="text"/>

Travel Information

Intended date of arrival:	<input type="text"/> DD/MM/YYYY
Intended date of departure:	<input type="text"/> DD/MM/YYYY
Total length of stay:	<input type="text"/> Days
Visa type required:	<input type="checkbox"/> Single-entry <input type="checkbox"/> Multiple-entry
Have you applied for a Nigerian visa in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes	Where did you apply for the visa: <input type="text"/> Was the visa granted? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no	Reason for rejection: <input type="text"/>
Have you previously visited Nigeria?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes	Purpose of previous travel: <input type="text"/>
Have you previously submitted your fingerprints when applying for a Nigerian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes	Location your fingerprints were collected: <input type="text"/>

Travel Information

Are you being invited to Nigeria?

☐ Yes ☐ No

If yes

Inviter type:

☐ Individual ☐ Organisation

Inviting individual/organisation name:

Inviting individual/organisation telephone:

+234

Inviting individual/organisation address:

Street:

Town/City:

State/Province:

Postcode:

If no

Hotel name:

Hotel telephone:

+234

Hotel address:

Street:

Town/City:

State/Province:

Postcode:

Travel cost covered by:

☐ Self ☐ Other

UK Immigration Share Code

Not Applicable ☐

This can be obtained at: www.gov.uk/view-prove-immigration-status

Additional Details

If required, please continue on an additional sheet and attach.

Please tick to confirm you have read, fully understood and agree to the following:

- ☐ I, the applicant, hereby certify that I have read, or have had read to me, all the questions and statements on this application and understand all the questions and statements on this application. The answers and information furnished in this application are true and correct to the best of my knowledge and belief.

Print name (BLOCK CAPITALS):

Date: (DD/MM/YYYY)