

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.

Applicants making their first Nigeria visa application are advised to apply for a single-entry visa. It is unlikely a multiple-entry visa will be issued to first time applicants.

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 an invitation letter 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 VISA** – **IF** you hold a non-UK passport, please provide a copy of your UK BRP card or proof of settlement 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

i 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:

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

Bank Details: 68032405 / 08-92-50

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

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:

Surname: As shown in passport

Given name(s): As shown in passport

Date of birth: DD/MM/YYYY

Place of birth:

Town/City:

State/Province:

Country:

Gender: Male Female

Marital status: Married Divorced Single Widowed
 Other

Passport type: Regular Official Diplomatic

Passport number:

Issuing country:

Issuing authority:

Issue date: DD/MM/YYYY

Expiry date: DD/MM/YYYY

Do you have or have you ever held any other nationalities?
 Yes No

If yes Other nationality:

National ID number: If applicable

Passport number: If applicable

Occupation:

Have you ever served in the military?
 Yes No

If yes Please provide details:

Applicant Contact Details

Phone number:

Email address:

Current address:

Street:

Town/City:

State/Province:

Postcode:

Country:

Travel Information

Intended date of arrival: DD/MM/YYYY

Intended date of departure: DD/MM/YYYY

Total length of stay: Days

Visa type required:
 Single-entry Multiple-entry

Have you applied for a Nigerian visa in the last 3 years?
 Yes No

If yes Where did you apply for the visa:

Was the visa granted?
 Yes No

If no Reason for rejection:

Have you previously visited Nigeria?
 Yes No

If yes Purpose of previous travel:

Have you previously submitted your fingerprints when applying for a Nigerian visa?
 Yes No

If yes Location your fingerprints were collected:

Travel Information

Are you being invited to Nigeria?

Yes No

If yes

Inviter type:

Individual Organisation

Inviting individual/organisation name:

Inviting individual/organisation telephone:

Inviting individual/organisation address:

Street:

Town/City:

State/Province:

Postcode:

If no

Hotel name:

Hotel telephone:

Hotel address:

Street:

Town/City:

State/Province:

Postcode:

Travel cost covered by:

Self Other

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: