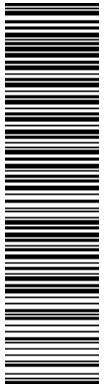


Mail documents to: VisaHQ.co.uk Ltd.  
113-117 Farringdon Road  
Unit 12 Ground Floor  
London EC1R 3BX

Tel: 0207 148 6117



## Saudi Arabia Commercial/Working Visit Application



### Please enter your contact information

Name:

Email:

Tel:

Mobile:

The latest date you need your passport returned in time for your travel:



### Saudi Arabia commercial/working visit checklist



**Filled out and signed Saudi Arabia commercial/working visit application form.** The form is enclosed.



**Original Democratic Republic of the Congo Passport** (Valid for six months or more and must have two blank pages facing each other).



**2 Passport size pictures** for each applicant.



**Payment.** Credit Card Authorization form, Postal Order payable to **VisaHQ.co.uk**.



**Return mailer.** Prepaid self-addressed return label or payment for Royal Mail.



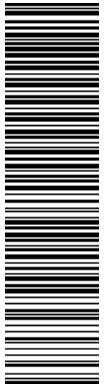
**Original Proof of Status.** An original ILR card or other original proof of resident status in the UK, this should be valid for more than 6 months after your return from Saudi Arabia.



**Supporting letter from employer.** Supporting letters from UK employer must be certified by London Chamber of Commerce (LCCI). VisaHQ can assist with the certification. This requires additional Formal Undertaking Form to be completed by the SIGNEE of the letter and posted to us in original. It takes for us 24 hours to certify the letter at total cost of £74.20+VAT, which includes £35 our handling fee or you can do it yourself. Information from your invitation **MUST** be correctly included into your business letter. Please see both letter template and Undertaking form attached.

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**Invitation letter.** Must be organised by the inviter through either local Chamber of Commerce or the Ministry of Foreign Affairs. When filing invitation request the sponsor needs to state applicant's employer - this must be the same company providing supporting letter for actual visa application.

- For **female applicants** invitation must be issued by the Ministry of Foreign Affairs.

- **Applicants of Arabic origin** if travelling during the Hajj or Umrah must present invitation issued by the Ministry of Foreign Affairs.

- **Self-employed applicants** must be supported by a letter from UK registered company.

**Proof of Medical Insurance.** Medical insurance from the list of provided suppliers. This form is available here.

If you wish to prepay return shipping, please add the shipping fee to the total and provide return address:

- |  |                     |
|--|---------------------|
| <input type="checkbox"/> Royal Mail Special Delivery by 1 pm (Next Day) - from £11                       | <b>Name:</b>        |
| <input type="checkbox"/> Same day Central London courier delivery - from £15                             | <b>Company:</b>     |
| <input type="checkbox"/> Royal Mail Special Delivery Saturday Guarantee before 1pm (Next Day) - from £25 | <b>Address:</b>     |
| <input type="checkbox"/> Royal Mail Special Delivery by 9 am (Next Day) - from £25                       | <b>City:</b>        |
| <input type="checkbox"/> Same Day Outside Central London - from £30                                      | <b>Postal code:</b> |
| <input type="checkbox"/> UK Next Day courier delivery - from £35   |                     |
| <input type="checkbox"/> Royal Mail Special Delivery Saturday Guarantee before 9am (Next Day) - from £35 |                     |
| <input type="checkbox"/> VHQ same day Central London - from £40  |                     |
| <input type="checkbox"/> Airport Service MEET&GREET - from £75   |                     |
| <input type="checkbox"/> Airport Delivery HEATHROW - from £80  |                     |
| <input type="checkbox"/> Airport Delivery GATWICK - from £90   |                     |
| <input type="checkbox"/> Prepaid self addressed mailer - £0  |                     |
| <input type="checkbox"/> Local pick up in London - £0  |                     |

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## Saudi Arabia Commercial/Working Visit Application

	Type of visa	Validity	Processing time	Embassy fee	Service fee	VAT	Total
	Single entry (max stay 30 d)	up to 90 days	3-5 business days	£475.00	£159.00	£31.80	£665.80
	Multiple entry (max stay 90 d)	up to 180 days	3-5 business days	£700.00	£159.00	£31.80	£890.80
	Multiple entry (max stay 180 d)	up to 365 days	3-5 business days	£1150.00	£199.00	£39.80	£1388.80
	Multiple entry (max stay 180 d)	up to 730 days	3-5 business days	£1850.00	£299.00	£59.80	£2208.80
	Multiple entry (max stay 180 d)	up to 1825 days	3-5 business days	£715.46	£299.00	£59.80	£1074.26
	Single entry (max stay 90 d)	up to 90 days	3-5 business days	£475.00	£159.00	£31.80	£665.80

This order is subject to Terms of Service, posted on VisaHQ website.  
All fees and requirements may change without notice.



### Applicant Information

Name: \_\_\_\_\_

Passport No. : \_\_\_\_\_ Travelling Date: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email : \_\_\_\_\_

Applicant  
picture

### Applicant UK Address

Building No./Name: \_\_\_\_\_

City: \_\_\_\_\_ Post Code: \_\_\_\_\_

### Other Information

Religion: \_\_\_\_\_ Gender: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Previous Nationality: \_\_\_\_\_

### Medical insurance survey

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1 - Are you currently admitted to hospital or receiving emergency medical treatment?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 - Have you been in accident that caused permanent injury or disability?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 - Do you have any congenital disorders?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 - Are you pregnant?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 - Is your current pregnancy an outcome of assisted means of conception including but not limited to (IVF, hormonal induction)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6 - Number of pregnancy Months?  | <input type="text"/>         |                             |

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### To avoid delay of processing Please Make sure that:

- The Passports is valid for six month or more and have two blank pages opposite of each other.
- All information in the UK introduction letter are correct
- The UK Company name in the introduction letter matches the UK company name in the Saudi L.O.I.
- A Saudi L.O.I addressed to the embassy in London is attached and it is active
- A proof of residency is attached (**Non British Passport holder only**).
- A copy of proof of relation is attached (**Family Visit Visas Only**)

Notes or remarks:

Received By \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned, hereby agree to have my fingerprint & iris data (biometrics) captured as part of the application procedure for an entry visa to the Kingdom of Saudi Arabia. I further agree and declare as follows:

1- I acknowledge that all of the information I provided are true and reliable. In addition, I pledge to abide the laws and rules of the Kingdom of Saudi Arabia, and respect the customs and Islamic traditions of its people during my stay. I acknowledge my understanding that the specialized authorities in the Kingdom of Saudi Arabia have the right to deny my entry and to send me back to where I came from if I did not comply with the rules and laws, or if the information under which I received my visa proven to be incorrect.

2- I am fully aware that all intoxicating substances, narcotic drugs, indecent materials and publications, as well as publications related to any religious beliefs or political tendencies that contradict with Islam are prohibited in the Kingdom of Saudi Arabia.

3- I am fully aware of the procedures and controls regarding the batch-release and clearance of medicines, containing narcotic or psychotropic substances that are possessed for personal use by patients arriving and departing from The Kingdom , such procedures and controls are provided in the link below:

[http://www.sfda.gov.sa/ar/drug/drug\\_reg/pages/drug\\_reg.aspx](http://www.sfda.gov.sa/ar/drug/drug_reg/pages/drug_reg.aspx) I am also aware that if these regulations and controls are transgressed, I shall be subjected to sanction and penalties provided for in the Law of Combating Narcotics and Psychotropic Substances and its implementing regulations.

4- I have never been deported from The Kingdome of Saudi Arabia or any other GCC countries, nor have I violated their rules.

5- I pledge to stick to the kind of visa I was provided with and to its terms and duration, and I shall leave the country before the stay specified in the visa expires. I am also fully aware of my violation to the rules in the Kingdom or entry visa shall subject me to a penalty and the application of punishments stipulated by the laws regulating the process of handling people coming to the Kingdom with visas for Hajj or Umrah and others issued by Royal Decree No (m / 42) , on 18 / 10 / 1404 H and amended by Royal Decree No (m/9) on 1/5/1420 H, as well as sanctions on violators of residency and work regulations promulgated by the Council of Ministers resolution No (140) on 6/5/1434 H. .

6- I acknowledge the right of Saudi authorities to repatriate me from the port of entry at my own expense or deport the Saudi territory after entering it, and I acknowledge the right of the Saudi authorities to apply the penalties provided by Law if proven that after I got my visa or residence permit , I have submitted incorrect papers or documents or provided false statements to any Saudi competent authority at home or abroad in order to obtain for myself or for someone else a visa for entry or residence permit or any other official visa or being a contributor or partner in providing such information or documents that do not match the truth.

7- I acknowledge that drug dealing or smuggling drugs into the Kingdom is a crime punishable by death penalty.

8- I acknowledge and pledge again that all written information shall be correct and I take full responsibility for it, and if it is proven otherwise -or my name appears to be included in a list specifying the prohibited people - , then my request shall be rejected, or my visa shall be cancelled automatically if it is granted, or I shall not be allowed to enter the Kingdom of Saudi Arabia if I had a valid visa. Moreover, I acknowledge the right of Saudi authorities to deport me back to the port of entry at my own expense and I shall not have the right to claim compensation.

Full Name: .....

Signature: .....

Date: .....