



*Thank you for choosing GAN Visa Services to handle your application*

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

**First step:**

Submit your original documents and forms in person to GAN Visa or by using Royal Mail Special Delivery or Courier to the following address;

**GAN Visa Services**

26 Dover Street

Mayfair

London

W1S 4LY

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 Government Visit Visa Requirements

Documents Checklist		✓
1.	Passport must be valid for more than six months beyond entry post date and have 2 blank pages opposite each other.	<input type="checkbox"/>
2.	Saudi visa application form, (the form is found in this pack).	<input type="checkbox"/>
3.	One recent colour photographs taken against a white background and printed on high quality photo paper.	<input type="checkbox"/>
4.	An online visa application, we will complete this on your behalf.	<input type="checkbox"/>
5.	A copy of letter of invitation issued by the Saudi Arabia Ministry of Foreign Affairs.	<input type="checkbox"/>
6.	UK Company Support letter similar wording and <u>layout</u> of the attached template. The letter must be; <ul style="list-style-type: none"><li>➤ <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</li><li>➤ Certified by Chamber of Commerce, we can arrange this.</li></ul>	<input type="checkbox"/>
7.	GAN Visa Order Form.	<input type="checkbox"/>

## Saudi Embassy Visa and E-Number fee

Single & Multiple Entry £Free  
Processing E-Number £20

## Process time and Handling fee

We charge a handling 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.

- ❖ Premium Service; 1 working day £180.
- ❖ Express Service; 3 working days £112.
- ❖ Standard Service; 5 working days £82.
- ❖ 7 Working days £69.
- ❖ Royal Mail Special Delivery £10.
- ❖ London Chamber of commerce certifying service; 1 working day £84. Or Standard 2 working days £64.
- ❖ VAT applies to the above fees.



GAN Visa Services  
26 Dover Street  
Mayfair  
London  
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**GAN VISA** Travel and Legalisation  
Services

[info@gan-visa.co.uk](mailto:info@gan-visa.co.uk)

United Kingdom

+44 (0)20 3488 0987

VAT Number: 247089483 +44 (0)207 846 0082

## Visa Order Form

<b>Contact Details</b>	Name	
	Phone	
	Email	

<b>Applicants Details</b>	Full Name	Nationality	Passport Number	Date of Travel

<b>Visa Details</b>	Destination	
	Propose of visit	Business <input type="checkbox"/> Tourist <input type="checkbox"/> Work <input type="checkbox"/> Transit <input type="checkbox"/> Government <input type="checkbox"/> Study <input type="checkbox"/> Working visit <input type="checkbox"/> Umrah <input type="checkbox"/> Extension <input type="checkbox"/> Private <input type="checkbox"/>
	Visa Entry Type	Single <input type="checkbox"/> Double <input type="checkbox"/> Multi 6M <input type="checkbox"/> Multi 1Yr <input type="checkbox"/>
	Date passport must be in your possession:      /      /	

<b>Service Type</b>	Premium	1 Working Day <input type="checkbox"/>
	Express	3 Working Days <input type="checkbox"/>
	Standard	5 Working Days <input type="checkbox"/> / 7 Working Days <input type="checkbox"/>

<b>Delivery Method</b>	Collection from our office or Pre paid envelop <input type="checkbox"/>	Current Address
	Special Delivery £10 <input type="checkbox"/>	Post code:
	International Courier £49 <input type="checkbox"/>	Special Instruction:
	UK Courier <input type="checkbox"/>	Airport Courier <input type="checkbox"/>

<b>Payment Method</b>	Bank Transfer <input type="checkbox"/>	Paying in reference:	
	Card Payment <input type="checkbox"/>	Debit Card + 2.6 % fee <input type="checkbox"/>	Credit Card + 3.9 % fee <input type="checkbox"/>

I Authorise GAN Visa Services and it's affiliated partners to check and lodge my documents/visa applications to the relevant embassy on my behalf. GAN Visa Services will not held liable for any delays or losses incurred by a third parties ( Embassy, Royal Mail. Courier ...etc) And I also Authorise GAN Visa to charge the cost of its professional services to my credit/debit card. I have read and agree with GAN Visa Terms and Conditions, provided on the Website.

**Print Name**

**Signature:**

**Date:**

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 :	<input type="checkbox"/> أنثى Female	<input type="checkbox"/> ذكر Male	Profession : المهنة :
Sect :	الجنس :	Marital Status :	الحالة الاجتماعية :
Mother's Name :	المذهب :	Religion :	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 درتتها صحيحة وساكون ملتزماً بقوانين المملكة العربية السعودية أثناء فترة وجودي بها.

Applicant's Signature : توقيع مقدم الطلب : Date : التاريخ :

**For Official Use Only :**

رقم التأشيرة	مدة الإقامة
تاريخها	المدقق
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 ترويجها في المملكة العربية السعودية.

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