



## **3 simple steps to get you an Angolan VISA:**

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### **1<sup>st</sup> step:**

**Gather required documents** (as per list of requirements attached) **and kindly fill the forms in** (Visa application [http://www.angola.org.uk/PDF/formularios/visa\\_application.pdf](http://www.angola.org.uk/PDF/formularios/visa_application.pdf) and Visa order form, attached).

### **2<sup>nd</sup> step:**

**Send everything to us, we will check your application, and lodge it at the Algerian Embassy.**

ALL POSTAL DELIVERIES:

**PO BOX 5690**

**LONDON**

**W1A 5UY**

COURIER or IN PERSON:

**Office 325 162-168 Regent Street**

**LONDON**

**W1B 5TE**

### **3<sup>rd</sup> step:**

**After we will collect and check your Visa, we will get in touch to confirm collection and despatch Passport back to YOU.**



## Business Visa Requirements (UK passports)\*

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- 1 One Visa Form completed  
online [http://www.angola.org.uk/PDF/formularios/visa\\_application.pdf](http://www.angola.org.uk/PDF/formularios/visa_application.pdf)
- 2 One colour photographs of photo booth quality on off-white background.
- 3 UK Company letter including the following points:
  1. Applicants full Name
  2. Passport Number
  3. Purpose of Trip and the Company being visited
  4. The applicant's company is financially responsible for the trip.
- 4 Invite letter stamped by the inviting company in Angola, as detailed as the UK support letter. The embassy in London needs to have received a copy prior to lodging the application.
- 5 Flight confirmation or Ticket showing entry and exiting Angola
- 6 A photocopy of Certificate of International Vaccines.
- 7 Passport with a minimum 9 months left to run from date of lodging, and have 2 clear pages. Photocopy of main pages of passport and pages containing recent visas to Angola (max 2)
- 8 If the Embassy has never issued visas before on behalf of the inviting company then:  
Copy of inviting Company's commercial license, Copy of inviting Company's last Industrial Tax receipt, Copy of inviting Company's Registration document, if the Embassy

### **Important Notice:**

Visas are typically valid for 60 days from the date of issue, for a stay of 30 days upon entry. The processing time is a minimum of 15 days. Passports are released on Thursdays and Fridays only.



# Visa Order Form

**Regent Visas**  
Office 325  
162-168 Regent  
St Linen Hall  
LONDON  
W1B 5TE

Company Reg. Number: 4648957  
VAT Number: 849382288

### Contact Details

Name	Telephone Numbers	Email

Delivery Method	(please tick the service you require)			Address:		
Special Delivery	<input type="checkbox"/>	Collection	<input type="checkbox"/>	Courier	<input type="checkbox"/>	
Special Instructions						

APPLICANT DETAILS ( name and nationality )	TRAVEL DATE	PASSPORT NUMBER
1		
2		
3		
4		

### Required VISA and SERVICE details

VISA type and SERVICE type (please **write** the type of visa and service which you are applying for as per our website.)

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### METHODS OF PAYMENT (Please tick)

CARD PAYMENT	<input type="checkbox"/>	PAYPAL	<input type="checkbox"/>	PAYMENT IN PERSON ( COLLECTION ONLY)	<input type="checkbox"/>
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For Card Payments only please complete Details Below. After filing the Form in please read Regent Visas Ltd disclaimer and kindly sign the form.

CARD NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME ON CARD	<input type="text"/>	EXPIRY DATE	<input type="text"/>	SECURITY NUMBER	<input type="text"/>	REGISTERED CARD ADDRESS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

By signing below I agree that Regent Visas Ltd, will not be held liable for any delays or losses due to a third parties actions incurred from the point of receipt of your documents, up to and including the return of your documents and passports. And also give authorisation to charge a variable amount to my credit/debit card.

SIGNATURE:

DATE:

PRINT NAME:

**UK Business Letter (Sample)**

Visa Section

[enter name of Embassy]

[enter address of Embassy]

[enter date]

Dear Visa Officer,

This letter is to confirm that the following employee is required to travel to [enter country] for business discussions:

Full name: [enter name as in passport]

Nationality: [enter nationality]

Passport number: [enter passport number]

Passport issue/ expiry date: [enter dates]

Job Title: [enter position in company]

Organisation to be visited: [enter inviting company name and address if known]

Entry date: [enter entry date]

Exit date: [enter exit date]

Validity requested: [enter length of visa required]

Number of entries requested: [single/double/multiple]

Please grant the relevant visa for [enter applicant's name] to travel. We confirm that he/she will be in receipt of a return ticket, he/she is covered by our company insurance policy, and all expenses for his/her journey will be met by [enter company name].

Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,

[Signature]

[Signee's