



*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**

1 Burwood Place  
Paddington  
London  
W2 2UT  
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.
- ❖ 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.



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<br>Female | <input type="checkbox"/> ذكر<br>Male | Profession :                                           | المهنة :        |
| Sect :                                                        | المذهب :                                | Mother's Name :                      | أسم الأم :                                             | Religion :      |
| 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 دونتها 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.**



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 will 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 Kingdom of Saudi Arabia or any other GCC countries, nor that I have 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 canceled 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:**