

POSTAL ADDRESS & CONTACT DETAILS:

VISASMART TS LTD
FALCON HOUSE, 19 DEER PARK ROAD
WIMBLEDON, LONDON
SW19 3UX
PHONE: 02045139940
EMAIL: admin@visasmart.co.uk



CONGO BRAZZAVILLE BUSINESS VISA APPLICATION PACK

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

1. CHECKLIST OF DOCUMENTS YOU MUST SEND

ORIGINAL PASSPORT - with a minimum of 6 months validity & 2 blank pages.

APPLICATION FORM - attached

1 UK PASSPORT PHOTO

LETTER OF INVITATION - 'Certificat D'Hebergement' (certificate of accommodation)

LETTER FROM THE EMPLOYING COMPANY - must state the following information: full names of employee, nationality and passport number, job title, purpose of travel, length of visa required and expected date arrival in Congo Brazzaville/Pointe Noire, full address and contact name of company in Congo Brazzaville, the employer's full responsibilities of the employee, including repatriation in case of emergency

RETURN FLIGHT BOOKING

2. SERVICE OPTIONS

CONGO BRAZZAVILLE 30 DAY MULTIPLE ENTRY VISA STANDARD SERVICE (£275.00 + service fee £90.00 VAT inclusive)

CONGO BRAZZAVILLE 3 MONTH MULTIPLE ENTRY VISA STANDARD SERVICE (£345.00 + service fee £90.00 VAT inclusive)

CONGO BRAZZAVILLE 6 MONTH MULTIPLE ENTRY VISA STANDARD SERVICE (£465.00 + service fee £90.00 VAT inclusive)

CONGO BRAZZAVILLE 12 MONTH MULTIPLE ENTRY VISA STANDARD SERVICE (£725.00 + service fee £90.00 VAT inclusive)

7 DAY EXPRESS SERVICE, ADD £50.00 TO VISA FEE

3 DAY EXPRESS SERVICE, ADD £100.00 TO VISA FEE

3. RETURN OPTIONS

ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)

DHL EXPRESS INTERNATIONAL (FROM £50.00)

DHL UK (FROM £30.00)

OWN PREPAID, ADDRESSED ENVELOPE - please note that we will not return any passport via 1st class post.

PERSONAL COLLECTION - we will inform you when the passport is available for collection & book an appointment for you.

4. CONTACT DETAILS & RETURN ADDRESS

APPLICANT NAME

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

5. DECLARATION

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

INFORMATION FOR THE CONGO BRAZZAVILLE VISA SERVICE

You can apply no more than the requested validity before your planned arrival date (If a 3 month visa, you cannot apply more than 3 months in advance). Once the embassy has begun the process, the passport will be unavailable until the process is complete.

The visa validity begins on the date of travel according to your flights.

Processing time in the embassy is usually 10 business days for standard services or 7 business days for express services or 3 business days for urgent express services. Please note that the embassy does not include the day of submission as a processing day.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however, we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your passport which will contain your visa inside. You must check your visa on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, www.visasmart.co.uk. By using our services, you are agreeing to all terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites before making your selection.



FORMULAIRE DE DEMANDE DE VISA

VISA APPLICATION FORM

Section A: INFORMATIONS PERSONNELLES/PERSONAL DETAILS

1. Nom(s)/surname(s)
a. Nom(s) de jeune fille/Maiden name(s) _____
b. Prénom(s) / Given Name(s) _____

2. Sexe/Sex : ☐ Male ☐ Female

3. Date et Lieu de Naissance/ Date of birth __ / __ / ____

4. Nationalité actuelle/ Current nationality /(ies) _____
a. Nationalité d'origine/Original Nationality (of birth) _____

5. Nom(s) et prénoms de la mère (Mother's Name and Family) _____

6. Nom(s) et Prénoms (s) du père (Father's Name and Family Name) _____

7. Profession (occupation) _____

8. Etat Civil (Marital status) _____

9. Nombre d'enfants à charge/ Number of dependent children _____
- Add Photo

Section B: DOCUMENT DE VOYAGE/TRAVEL DOCUMENT

10. Passeport No/ passport No _____

11. Date de délivrance / Date of issue _____ / ____ / _____

12. Date d'expiration/Expiry Date _____ / ____ / _____

13. Pays de délivrance/ Country of issue _____

14. Type de Passeport
☐ Passeport ordinaire/Ordinary Passport. ☐ Passeport Officiel et ou de Travail/Official Passport.
☐ Passeport diplomatique/Diplomatic Passport. ☐ Passeport des réfugiés/ Passports for Refugees
Autres/others _____

Section C: INFORMATIONS SUR VOTRE VOYAGE /YOUR TRIP DETAILS

15. Date d'arrivée au Congo/Date of Arrival in Congo _____ / ____ / _____

16. Durée de votre Séjour/length of your stay: 15 jours/Days..... 30 jours/Days..... 45 jours/Days.....
60 jours/Days..... 90 jours/ Days..... 180 jours/Days..... 1 an/ year.....

17. Avez-vous déjà obtenu un visa pour le Congo (Have you ever had a previous visa to Congo) :
OUI/YES ☐ NON/NO ☐

18. Si oui, date et lieu du dernier visa (if yes, date and place of last visa) _____

19. Motif de votre voyage/ purpose of your journey: ☐ Tourism / Tourisme ☐ Business or Work / Affaires ou travail
☐ Transit / Transit ☐ Mission / Mission Others / Autres: please provide details / Plus de détails _____

20. Garantie de votre Sponsor / Your Sponsor Information
☐ Lettre de Garantie de votre employeur (Support Letter from your employer) ☐ Lettre d'Invitation (Letter of Invitation)
☐ Certificat d'Hébergement (lodging Certificate) ☐ Réservation d'hôtel
☐ Pour les visites de famille, veuillez fournir le nom(s) et l'adresse d'un parent au Congo (Applicants should provide their address in the Republic of Congo.)

Section D: AUTRE INFORMATION / OTHER INFORMATION

21. Adresse au Royaume-Uni/ address in the UK _____
22. Address in the Republic of Congo / Adresse au Congo _____
23. Contact téléphonique/ contact details _____
24. Personne à contacter en cas d'urgence (Nom, Adresse et affiliation) Next of kin (name, address and relation)

25. Avertissement/ Disclaimer:
 - Je certifie que, selon moi, les informations fournies sont véridiques et exhaustives. Je comprends que toute déclaration mensongère peut entraîner le refus de ma candidature ou l'annulation d'un visa déjà accordé, ainsi qu'éventuellement des poursuites judiciaires à mon encontre conformément à la législation en vigueur au Congo.
 - I hereby affirm that the information I have provided is accurate and complete. I am aware that any misrepresentation could result in my application being denied or, if a visa has already been granted, its subsequent cancellation, as well as potential legal action under the laws governing Congo.

ANNULATION DE VISA / CANCELLATION OF VISA

- En aucune circonstance, il n'y aura de remboursement lorsqu'un visa a été délivré ou refuse, sauf dans le cas peu probable ou une erreur aurait été commise de notre part.
- No refunds will be given once a visa has been issued or rejected unless an error was made on our behalf.

26. Date de demande/ Application date _____ / ____ / _____
27. Remarques/comments

Signature:

FOR OFFICE USE ONLY:

Visa Granted / Refused (Reasons for Refusal): _____

Passport No: _____
Date: _____
Fees: _____