

POSTAL ADDRESS & CONTACT DETAILS:

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



BANGLADESH 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. Non British passport holders must also supply UK residency evidence.

APPLICATION FORM - This must be completed at <https://bhclondon.org.uk/> Please print and hand sign your application once completed.

ORIGINAL PASSPORT - with 6 months validity, 2 blank pages plus a copy of the ID page.

2 UK PASSPORT PHOTOS

UK RESIDENCY - holders of EU member states must provide a copy of at least 2 of the following documents (no older than 3 months); recent utility bill & recent bank statement whilst nationals of other countries must provide a UK visa/residence permit that is valid for at least 6 months.

INVITATION LETTER FROM COMPANY IN BANGLADESH - This must mention the applicant's name, passport number, the purpose of visit and duration for which visa is required. It should be addressed to Bangladesh High Commission, London.

LETTER FROM UK EMPLOYER - Introducing the applicant, his employment status in the organization and the purpose of visit to Bangladesh.

2. SERVICE OPTIONS

BANGLADESH BUSINESS VISA UP TO 6 MONTHS (£105.00 + service fee £100.00 VAT inclusive)

BANGLADESH BUSINESS VISA UP TO 12 MONTHS (£300.00 + service fee £100.00 VAT inclusive)

3. RETURN OPTIONS

ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)

DHL EXPRESS (FROM £45.00)

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

NAME OF APPLICANT(S)

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 BANGLADESH VISA SERVICE

A Business visa may be issued for maximum 1 year with single, double or multiple entries. Please note that duration of stay for each visit should be maximum 60 days. If you require an extension of the visa, the visa could be extended by the Department of Immigration and Passport (DIP), in Bangladesh for up to 3 years with a maximum of 6 months duration of stay in each visit. Once the embassy has begun the process, the passport will be unavailable until the process is complete.

Please note that the validity of the visa begins from the date of issue and not from the date of travel on your application form.

This embassy will only process applications for UK nationals or residents.

Processing time in the embassy is a minimum of 7 business days but can take longer. We advise that you do not confirm any flight booking until your visa has been confirmed.

This Embassy operates an appointment system to submit visa applications. The processing time displayed is approximate and cannot be guaranteed. Upon receipt of a complete application pack, we will always book the next available appointment to attend on the applicants behalf. If there are any delays to the appointment system, we will notify you accordingly via email.

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.