**Business Frequently Travelled Executives Visa – F4C**

ALL APPLICATIONS TO BE SUBMITTED TO OIS SERVICES IN ANKARA.

APPLICATIONS SUBMITTED AFTER 11.30 PM FOR EXPRESS AND APPLICATIONS SUBMITTED AFTER 14.30 FOR REGULAR WILL BE TREATED AS NEXT DAY APPLICATIONS.

ALL DOCUMENTS INCLUDING OIS APPOINTMENT BOOKING SLIP MUST BE PROVIDED OR YOUR APPLICATION WILL NOT BE ACCEPTED.

NON-TURKISH CITIZENS MUST HAVE A TURKISH RESIDENCE PERMIT.

EVERY DOCUMENT MUST BE PROVIDED WITH 2 COPIES.

1. Passport/Travel Document a minimum of 6 months validity.

Must have three blank facing pages

If non-Turkish passport holder please see below for additional notes

2. Copy of the first page of the Passport.

3. Two Recent Passport sized photographs with white background

4. Complete visa application form online at https://visa.immigration.gov.ng/

Once completed this must be printed out, signed and dated by applicant.

5. Payment and acknowledgement slips available once online payment is complete – Printed from

https://portal.immigration.gov.ng/visa/OnlineQueryStatus

6. Certificate of Incorporation of the Host Company in Nigeria.

A letter of invitation from Host Company in Nigeria. This must be addressed to the Nigerian Embassy Ankara. It must be on letter headed paper stating the address of the company.

7. Copy of passport of the signatory who signed the invitation letter. Proof of Nigerian residence permit, if the person writing the invitation is not a Nigerian citizen.

8. Income Tax Clearance Certificate of the Nigerian Company, for the last 3 years.

9. Please provide your company documentation:

Chamber of Commerce registration, most recent tax certificate, signature circular, trade gazette (photocopy)

10. Evidence of sufficient funds without recourse to public funds.

11. A letter from your employer stating your position, the reason for your

visit and a confirmation of who is meeting the costs of your visits.

12. SSK Registration Documents

13. Evidence of the air ticket and returned ticket.

14. Evidence of hotel reservation/ host address in Nigeria.

IMPORTANT INFORMATION

PROCESSING TIME;

10 working days minimum

DOCUMENTS NOT IN ENGLISH MUST BE SUBMITTED WITH A CERTIFIED TRANSLATED COPY

ALL LETTERS MUST BE SIGNED AND DATED

NON-TURKISH PASSPORT HOLDER – MUST PROVIDE LEGAL RESIDENCE (Resident Visa/Permit).

Must provide copy of Airline ticket or Flight Itinerary

PLEASE CHECK OUR OPENING HOURS TO AVOID DELAYS AND FOR ANY ADDITIONAL INFORMATION PLEASE VISIT OUR WEBSITE OISSERVICES.COM