**F4C - Business - Frequently Travelled Business Executive**

Apply for a Business Visa if you are travelling to Nigeria for:-

* Conference (attending only)
* Business Discussions
* Business Meetings
* Meetings with Government Officials
* Academic / Educational / Institutions
* Parastatals
* NGO – Non-Government Organisations (if invited by or attending meetings)
* Meetings with Business Partners
* Business Related Issues

**APPLICANTS FOR VISA/S ARE TO SUBMIT THEIR APPLICATION IN PERSON AS YOU`RE NOW REQUIRED TO CAPTURE YOUR BIOMETRICS AS PART OF THE VISA REQUIREMENTS**

**APPLICATIONS SUBMITTED AFTER 12.30 PM WILL BE TREATED AS NEXT DAY APPLICATIONS**

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

**Tick when**

**completed**

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| 1 | OIS Appointment booking for each applicant, please do not book more than 30 days before your travel date at <https://apt.oisservices.com/>. |  |
| 2 | Passport/Travel Document a minimum of 6 months validity and with two blank facing pages If non-EU passport holders please see IMPORTANT INFORMATION below. |  |
| 3 | Two recent passport sized photographs, taken no more than 2 weeks before submission, with applicants full name written on the back. |  |
| 4 | Completed application form filled and paid for online at <https://portal.immigration.gov.ng/visa/freshVisa>.  Once completed this must be printed out, in portrait, signed and dated by applicant. |  |
| 5 | Payment and acknowledgement slips, available once online payment has been complete – Printed from [http://www.innovate1services.com](http://www.innovate1services.com/) PLEASE IGNORE INTERVIEW DATE ON PAYMENT SLIP AND BOOK OIS APPOINTMENT. Online payment amount varies; please check the following for the price list; [https://portal.immigration.gov.ng/pages/Visa guidelines](https://portal.immigration.gov.ng/pages/Visa%20guidelines). . |  |
| 6 | Certificate of Incorporation of the inviting company in Nigeria and a formal typed letter of invitation, addressed to The Nigerian Ambassador, attention of Immigration desk Nigeria Embassy Paris, this must be on letter headed paper including the full address of the company. It must state that the company takes full immigration responsibilities and the reason for the visit. This must be signed and dated by a senior member of staff. |  |
| 7 | A formal typed letter from employer, addressed to The Nigerian Ambassador, attention of Immigration desk Nigeria Embassy Paris, with the full address. It must be on letter headed paper including the address of the company. It must state that the company takes full financial responsibilities and the reason for the visit. This must be signed and dated by a senior member of staff and not by the applicant. **If self-employed see important information below**. . |  |
| 8 | Service Charge €50 |  |

**MUST READ IMPORTANT INFORMATION**

* **Processing Time**

Regular Service - 3 working days minimum

* **Fee Breakdown**

             1.  Online fee- Online payment amount varies; please check the following for the price list: portal.immigration.gov.ng/pages/visa guidelines.

* Applicants for visa/s are to submit their application in person as you are nowrequired to capture biometrics as a part of the visa requirements.

* Applications submitted after 12.30pm will be treated as next day application.

* All documents including the OIS Appointment Booking Slip must be provided otherwise your application will not be accepted.

* Documents NOT in English Must be submitted with a certified translated copy

* Evidence of flight ticket

* All letters must be typed formal letters, printed in portrait, addressed to The Nigerian Ambassador, attention Immigration desk   Nigeria  Embassy Paris, signed and dated.

* If self-employed, you must provide a typed letter stating the purpose of the trip to Nigeria. You must also provide a copy of your most recent bank statement reflecting evidence of sufficient fund; minimum of 500€ credit balance.

* **EU Nationals-**A recent utility bill; Electricity bills (example; EDF) or signed house tenancy/mortgage statement, please bring the original and a copy – This does not apply to French passport holders.

* **Non-EU Nationals -**French Residency card or visa on passport must be valid for a minimum of 6 months at time of submission, please bring the original and a copy

Please check our opening hours to avoid delays and for any additional information please call us on +33183927781, email us at [infoparis@oisservices.com](mailto:infoparis@oisservics.com) or visit our website oisservices.com