

# Postal Checklist

PLEASE ENCLOSE YOUR COMPLETED VISA CHECKLIST

Applicant Name: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Ticked/Completed respective Visa Checklist (Appointment booking slip/s needed).

Special Delivery pre-paid envelope to return your passport/s and original document/s.

Original document(s), please specify.

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## **IMPORTANT INFORMATION**

- SEND ALL VISA APPLICATIONS AND SUPPORTING DOCUMENTS TO OIS SERVICES, 56/57 FLEET STREET, LONDON, EC4Y1JU, UK.
- PLEASE SEND YOUR DOCUMENTS IN A SPECIAL DELIVERY ENVELOPE.
- ALLOW BETWEEN 8 TO 15 WORKING DAYS FOR PROCESSING
- OIS SERVICES CAN NOT PROCESS YOUR APPLICATION IF IT IS INCOMPLETE
- KEEP NOTE OF YOUR TRACKING NUMBER OF YOUR SPECIAL DELIVERY PRE-PAID RETURN ENVELOPE
- PLEASE CHECK OUR OPENING HOURS TO AVOID DELAYS AND FOR ANY ADDITIONAL INFORMATION PLEASE CALL US ON 02078320001 OR VISIT OUR WEBSITE OISSERVICES.COM