



# i2visa Order Form

Copyright©2013-2020 i2visa UK Ltd  
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## 1. Checklist of Authenticating UK Documents for use in UAE

Please Cross 'x' in the Appropriate Box '☐' (Item with "*" must be provided)!		Confirmation	
Copy of Passport*	<b>TWO</b> copies of your passport photo page only (no original passport)	<input type="checkbox"/>	
UK Document(s)*	UK <u>original</u> and <u>photocopy</u> of the document(s) required individually	<input type="checkbox"/>	
i2visa Order Form*	i2visa order form can be completed by hand.	<input type="checkbox"/>	
<b>Full Service:</b> <u>Regular Service</u> up to <b>TEN working days</b>	1) Notarisation Service; 2) Legalisation Service by FCO (Apostille Cert); 3) Legalisation (Authentication) Service by UAE Embassy - <b>Notice:</b> All fees include VAT.	One Document (£208) <input type="checkbox"/> Two Documents (£328) <input type="checkbox"/> Three Documents (£438) <input type="checkbox"/>	
<b>Part Service:</b> <u>Regular Service</u> up to <b>FIVE working days</b>	Legalisation (Authentication) Service is required to be approved by UAE Embassy. <b>Requirement:</b> The UK document(s) of yours has/have been legalised by FCO (An Apostille Certificate attached) - <b>Notice:</b> Part Service's total fees include VAT.	One Document (£108) <input type="checkbox"/> Two Documents (£188) <input type="checkbox"/> Three Documents (£258) <input type="checkbox"/>	
<u>Commercial Documents only</u>	The extra charge based on the above appropriate fee for personal documents	One Document (Extra £58) <input type="checkbox"/> Two Documents (Extra £88) <input type="checkbox"/>	
Delivery Option	Courier Service (Fedex, DHL or UPS or others) to UAE or Royal Mail Special Delivery to UK delivery	To UK Delivery (£10) <input type="checkbox"/> T o U A E ( £ 4 0 ) <input type="checkbox"/> To rest of world (£45) <input type="checkbox"/>	
Your Request	Please tick the following box for us to notarise the <u>original</u> or <u>copied</u> UK document(s): <ul style="list-style-type: none"> <li><b>Original</b> Degree Certificate and/or TEFL/TESOL Certificate <input type="checkbox"/></li> <li><b>Photocopy</b> of Degree Certificate and/or TEFL/TESOL Certificate <input type="checkbox"/></li> </ul>		
Payment Option 1:	Account Number: <b>20020445</b> Sort Code: <b>82-45-05</b> Reference: <b>Your Full Name</b>	UK Bank Transfer <input type="checkbox"/> Int'l Bank Transfer <input type="checkbox"/> PayPal <input type="checkbox"/>	
Payment Option 2:	Enclosed Cash* <input type="checkbox"/> Enclosed Cheque* <input type="checkbox"/> Enclosed Postal Order* <input type="checkbox"/> --- Pay to ' <b>i2visa UK Ltd</b> '		
Post or Courier all required documents to i2visa's Edinburgh Office (Express or scanning service is optional.)	<b>Please mail all the above required documents to:</b> <b>i2visa UK Ltd, Forth House, 28 Rutland Square, Edinburgh, EH1 2BW, UK</b>		
	<b>Express Service</b> (based on regular service)	Extra £48 (1 doc) <input type="checkbox"/>	£88 (2 docs) <input type="checkbox"/> £128 (3 docs) <input type="checkbox"/>
	<b>Scanning Service</b> (based on above service)	Extra £5(1 doc) <input type="checkbox"/>	£10 (2 docs) <input type="checkbox"/> £15 (3 docs) <input type="checkbox"/>
	Express Service Timescale: ( <b>Full Service: 7 working days; Part Service: 3 working days</b> )		

## 2. Contact Details: Please brightly complete the following boxes in print. Please note that the legalised/authenticated/other document(s) will be delivered to the following address (all over the world):

Full name of Applicant and Contact person  Country Code (Ex: UK +44) Tel/Mob Number   
 House/Flat Number/Others  Street/Road/Avenue/Others   
 City or Town  Post/Zip Code  Country   
 How did you find us? Please tell us with huge thanks!  Email Address

## 3. Terms and Conditions:

I have read and agree to the terms and conditions of i2visa UK Ltd (www.i2visa.co.uk).

### Important Notice:

We will NOT process your UK document(s) for China authentication application until the receipt of full payment (except cash/cheque payment). (i2visa's PayPal registered account: [i2visauk@gmail.com](mailto:i2visauk@gmail.com)) If you make the payment but you withdraw your application afterwards we will take off the 30% of the amount as our admin fee and then refund you the remaining amount.

**Note:** Authentication for use in China, Vietnam, Thailand, Qatar, Ethiopia and Chinese Taipei etc. is done through i2visa.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_